



**Position Title:** Lawyer – Program Manager

**Position hours:** 21 hours per week

**Reports to:** Executive Director

**Start Date:** June 1, 2010 or as soon as possible

### **Summary**

The BC Centre for Elder Advocacy and Support (BC CEAS) is a non-profit organization dedicated to promoting the legal rights of older adults and working towards the eradication of elder abuse. We operate legal and social services programs including the first legal aid clinic for older adults in Western Canada. We are looking for a lawyer with some management experience, either management of a solo or small firm or in a legal aid system. In addition to managing the flow of cases and the development of client services for our legal clinic the person hired will also carry a small caseload of clients.

Under the overall management and supervision of the Executive Director and within established policies and procedures the Lawyer – Program Manager will carry out the following:

- Manages day to operations of the Elder Law Clinic, ensuring that operational policies and procedures are followed by staff, volunteers and interns, and that case flow management and file assignment within the office is carried out efficiently including supervising the screening, acceptance, and referral and assignment of cases to lawyers in the Elder Law Clinic.
- Provides legal representation to Elder Law Clinic clients, and maintains a case load of Elder Law Clinic clients. Our clients are older adults who are low income or who face barriers to obtaining legal services elsewhere.
- Represents clients in court, at tribunals, in alternate dispute resolution settings and carries out formal and informal advocacy on behalf of clients.
- Makes presentations at conferences and public forums regarding the legal rights of older adults.

- Works effectively in a team environment and develops good working relationships with employees of the elder law clinic and other BC CEAS programs.
- Assists in the identification of key law reform issues and in the development of litigation and client representation strategies
- Liaises with other poverty law practitioners, legal aid clinics, advocacy programs, members of the elder law bar and senior serving non-profit organizations, provides accurate information about eligibility in the clinic and encourages appropriate referrals to the clinic from the community.
- Works collaboratively with the executive director and other BC CEAS management staff to develop new programs and initiatives and to respond to community need for legal services as well as opportunities for law reform work on behalf of clients.
- Trains and mentors students, interns and junior lawyers, monitors service levels and ensures effective and high quality client service delivery and client files management in a high-volume operation with paperless files.
- Carries out any other duties requested by the Executive Director and assumes additional duties in the absence of the Executive Director.

### **Required Experience**

Experience in client and program development and with managing a legal practice in the private sector or in a poverty law/ legal aid clinic system.

Experience in law office practice management, or in operating a small legal office.

Experience supervising staff or volunteers and in program development in the non profit sector.

Eligible to practice law in BC, with a minimum of 4+ years experience as a practicing lawyer, including experience with clients who are low income or face multiple barriers.

Ability to work in a team setting and to function within the framework of policies and procedures set by the executive director and the board of a non-profit organization.

Willingness to work within limited financial resources including limited law office support staff.

Strong research skills, a desire to work in undeveloped areas of law and an interest in law reform work.

Experience providing legal services to older adults is preferred.

Experience in program development in the non-profit environment would be an asset.

**Deadline for application: May 13, 2010 at 4:00 p.m.**

**Submit Resumes to:**

**Attention: Human Resources Manager**

**Email: [info@bcceas.ca](mailto:info@bcceas.ca)**

**Fax: 604-437-1929**