

LEGAL ADMINISTRATIVE ASSISTANT

MENTAL HEALTH LAW PROGRAM

[The Community Legal Assistance Society \(“CLAS”\)](#) is seeking a Legal Administrative Assistant to work in our Mental Health Law Program.

CLAS provides free legal services to disadvantaged British Columbians through five programs: the Mental Health Law Program, the Community Advocate Support Line, the Community Law Program, the Sexual Harassment Advice, Response, and Prevention for Workplaces Program, and the BC Human Rights Clinic (the “Clinic”).

[The Mental Health Law Program \(MHLP\)](#) provides representation to involuntarily detained patients at Mental Health Review Board hearings under the BC *Mental Health Act* and to patients at BC Review Board hearings under the Mental Disorder Provisions of the *Criminal Code of Canada*.

PURPOSE OF POSITION:

This is a full-time permanent position which provides support to the MHLP legal advocates and lawyers representing clients at the Mental Health Review Board (MHRB) under the provisions of the BC *Mental Health Act* (MHA) (referred to as the ‘Civil’ area of MHLP).

RESPONSIBILITIES:

Legal Administrative Assistant Duties (Civil)

- Provide general administrative support to our team of legal advocates, lawyers and management;
- Primary contact for patients, internal/external representatives and MHRB staff;
- Coordinate and manage schedules and staffing for hearings and meetings with the office to ensure representation for patients detained under the MHA throughout the province;
- Sustain communication between MHLP and MHRB so that up to date and accurate client and hearing information is shared;
- Make scheduling decisions that promote the best scenario for staff and clients and that will be the most cost effective for our funders and their funding parameters;
- Continual multi-tasking and adapting to short notice changes to staff personal and professional schedules and communicating those, where appropriate;
- Monitor, manage and maintain central confidential paper and digital filing systems;
- Maintain and monitor Access database to ensure client and hearing information is accurately entered and kept up to date;

- Ensure all information is recorded, tracked, and proper action and follow up are completed;
- Review, prioritize and respond to incoming requests from staff and clients for hearings;
- Prepare monthly statistics;
- Lead training for new LAAs together with supervising lawyers;
- Attend team meetings and take minutes as required.

General Administrative and Other Duties

- Provide reception coverage as the need arises;
- Provide legal administrative assistance to other CLAS programs, as assigned;
- Carry out general office and administrative duties, as assigned.

SKILLS, KNOWLEDGE AND CHARACTERISTICS REQUIRED:

- Self-starter with strong attention to detail and the ability to make decisions within program parameters;
- Ability to work closely with a team in a fast-moving dynamic environment;
- Excellent writing, editing and verbal communications with other staff, management and clients dealing with mental health related issues;
- Ability to carry out legal administrative assistant duties, both independently and in a team;
- Strong attention to detail with an ability to produce quality work under tight timelines;
- Strong organizational skills with an ability to prioritize tasks;
- Ability to deal with a diverse client base in a friendly, patient, compassionate and professional manner;
- Good working knowledge of Microsoft Word, Outlook, Excel and Access database, experience with case management systems is an asset;
- Legal Administrative Assistant certificate with at least one year of experience; familiarity with legal documents and procedures.

COMPENSATION:

CLAS offers an excellent benefits package including enrolment in the Municipal Pension Plan, medical, dental, and extended health benefits. Salary range is between \$41,825 and \$43,850, depending on experience.

START DATE:

The preferred start date for this position is **January 2021, or as soon thereafter as possible.**

We will be assessing applications on a rolling basis so we encourage applicants to apply as early as possible.

APPLICATION DETAILS: Closing Date: **December 11th** at 4:00 p.m. (PST)

Please submit applications **in PDF format** to **careers@clasbc.net**. At this time, we ask that all interested candidates submit their application by email. Due to the COVID-19 situation, our office is currently closed at its location but we are continuing our work and providing services remotely. Should you have any questions regarding this position, please contact us at the email above.

References will be required.

CLAS strives to create a diverse and inclusive workplace. A workplace that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applications from members of communities that face discrimination and disadvantage. In order to achieve a representative team, preference may be given to applicants self-identifying as a member of one or more of the following groups: Indigenous peoples, persons with disabilities, LGBTQ2S+ people, and people from ethnic or cultural minorities. We encourage applicants to self-identify in their application if they feel comfortable doing so.