



Advancing Dignity, Equality and Justice Since 1971

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. This is a full-time contract position until March 31, 2025, with the possibility of extension.

Located on the unceded territories of the *w̓məθkʷəy̓əm* (Musqueam), *Sḵwx̱wú7mesh* (Squamish), and *səlilwətał* (Tseil-Waututh) Nations in what is now known as Vancouver, CLAS provides free legal services to disadvantaged people throughout British Columbia through five programs: the Mental Health Law Program, Community Advocate Support Line, Community Law Program, SHARP Workplaces Program, and the BC Human Rights 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 position 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 clients 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;
- Attend team meetings and take minutes as required.

General Administrative and Other Duties

- Provide reception coverage as the need arises;
- 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 medical, dental, and extended health benefits after three months, pension plan after one year, fifteen paid annual sick days, a generous vacation allowance and bonus days off during the holiday season. CLAS has a hybrid work model of working remotely as well as in the office. The salary range is currently between \$48,405 to \$55,255 depending on experience, with annual increases.

START DATE:

The preferred start date for this position is mid February of 2024.

APPLICATION DETAILS: The posting will remain open until a successful candidate is selected. Interviews will be conducted on a rolling basis. Interested candidates are encouraged to submit their application promptly.

Please submit applications **in PDF format by email to careers@clasbc.net**. Cover letter is required. Should you have any questions regarding this position, please contact us at the email address 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.