

LEGAL CLINIC OF GUELPH AND WELLINGTON COUNTY

JOB TITLE:	Legal Health Check Up Worker
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<i>Worker with training and experience working in community and experience with hard to reach clients and with client pathways, including development of critical support relationships</i>

This position is responsible for designing and implementing the roll out of the legal health check up program in Guelph and Wellington County, with main duties being identification and negotiation of trusted intermediary relationships, determining potential client pathways and finding hard to reach clients, all with a view to establishing “up stream” intervention and prevention of legal issues with housing and income. Some community outreach and public education are also components of the position.

*** This description is subject to change depending on the evolving needs of the clinic. This position reports to the Executive Director and works with and takes direction from staff at the Clinic.**

Duties:

Participate in and lead the design for the local roll out of the legal health check up program in Guelph and Wellington County.

Determine potential client pathways for assistance.

Identify and negotiate relationships with trusted intermediaries.

Train and support trusted intermediaries in the administration of the legal health check up.

Respond to requests for service through the legal health check up.

Document all results in web and client data management systems.

Ensure that the requests for service through the legal health check up are properly prioritized and addressed internally or externally.

Coordinate with the Wrap Around Worker for service provision internal and external to the Clinic.

Provide public legal education on areas of Clinic practice and other outreach activities, such as participation in community functions.

Track outcomes and revise strategies as appropriate.

Report on outcomes.

Maintain knowledge of poverty law, various associated statutes and regulations.

Willing and able to work independently, making independent decisions appropriate to carrying out the duties.

Exercises proper judgment as to when consultation is necessary and seeks such consultation.

Ensures a consistently high level of organization.

Responds promptly to supervisor(s) or others seeking assistance and information in the event of feedback in a clear and concise manner.

Handles emergencies as assigned or as required by the circumstances. Deals appropriately with emergencies and deadlines.

Community Outreach and Education

Liaises with community groups, agencies and professionals to facilitate clinic/client needs by sharing and obtaining resources and information.

Public speaking at seminars, workshops and meetings to provide information in areas of clinic practice.

Administration/Clinic Operations

May present issues and topics at Clinic Board meetings.

Participates in the gathering of information required for annual Application for Funding to ensure reporting requirements are met and with reporting for the project funding and possible future applications.

Attends at locations throughout Guelph and Wellington County.

Ensures privacy and maintains confidentiality at all times.

Performs such further and other duties as may be assigned.

Attends staff meetings as required.

Working Conditions

Work is performed in an environment where the level of noise can be controlled, e.g. private or semi-private office or cubicle.

Work is often performed in a team setting or one on one setting requiring a high level of listening, comprehension, diplomacy and interpersonal skills.

Work involves multiple role demands and restrictive deadlines or unpredictable priority changes, creating time pressures on a daily basis.

Work pace is at times difficult to control; work involves daily interruptions that are unpredictable and imposed or controlled by others, e.g. interruptions from internal or external contacts that disrupt concentration.

Work requires driving a car as part of the job, working throughout Guelph and Wellington County, working alone.

Work allows flexibility to change work activity or to take a break to alter body position.

Work on the computer is required to communicate and to conduct legal research as well as inputting data, completion of documents and letters, memos, etc.

Work performed may result in strain from focused visual concentration or focused listening for periods of time in excess of 1 hour without a break.

As required, work is carried out at times and places that meet the needs of the Board, clients and community groups. That is at times outside of the regular clinic hours and outside the clinic office.

Work requires the ability of the incumbent to work independently with confidence in using problem-solving and decision-making skills and exercising judgment. Accepts responsibility for decisions and actions.