

Articling Student, ICLC

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Description Summary

The Peter A. Allard School of Law, Indigenous Community Legal Clinic (ICLC) exists for two purposes: first, to provide free legal services to the Indigenous community in British Columbia, and second, to provide legal education to law students in the Allard School of Law. By enrolling in the ICLC program, students interested in advocacy, social justice and Indigenous peoples can gain practical experience and make a meaningful contribution to a historically underserved and marginalized community. Working at the ICLC gives students practical hands-on experience managing client files and making court appearances.

The ICLC is seeking to hire one articling student. Applicants must be a graduate of the Allard School of Law (previously UBC Law). Preference will be given to applicants who have successfully completed the ICLC program. Please note due to the nature of this role, this is an on-site position; there are no hybrid work opportunities.

Organizational Status

The Articling Student reports to the ICLC Academic Director. The articling student works on client matters under the supervision of the ICLC supervising lawyers and will take direction from the ICLC supervising lawyers on client matters. The Articling student will also support the work of and interact with ICLC legal assistants, pro-bono lawyers, up to 10 law students, community participants, volunteers and affiliates as required.

Work Performed

LEGAL CLIENT SERVICES

- Explain the function of the ICLC to people who contact the clinic by telephone or walk in.
- Interview potential clients by phone or in person. Triage Indigenous peoples into the legal support services offered within the program.
- Compile and review client intake forms with supervising lawyers in order to assist in determining whether the ICLC can offer assistance, should open a client file, and the scope of work that will be involved.
- Research and organize information, assist in the provision of letters for clients containing instructions on obtaining adjournments from the court.

LEGAL RESEARCH and WRITING

- Compile legal research on files at the ICLC by researching appropriate case law and legislation, as well as searching and compiling through relevant legal research manuals and databases.
- Prepare legal factums, legal opinion letters, and research memoranda based on legal research for review of the supervising lawyers.
- Review Reports to Crown Counsel and disclosures from police officers for cases as needed.

DOCUMENT PREPARATION

- Prepare, and file and serve where necessary, legal documents including, but not limited to affidavits, Applications, Civil Pleadings, Letters of Administration, Notices of Motion, Powers of Attorney, Representation Agreements, and Requisitions.
- Prepare documents for courts including, but not limited to written submissions, trial books, books of authorities, and books of evidence.
- Prepare and deliver correspondence on client matters.

ADVOCACY and COURT WORK

- Provide legal services for clients on all court matters under the direct supervision of the ICLC supervising lawyers.

ADMINISTRATIVE SUPPORT

- Organizes ICLC calendars and meetings as necessary.
- Organizes internal databases, legal precedents, and templates as necessary.
- Supports Clinical intakes.
- Provides back-up support to Legal Assistants as required.

Consequence of Error/Judgement

Errors in judgments during the intake process could result in the client being without legal representation. Failure to report errors could result in the client not receiving adequate representation. Failure to be sensitive to Indigenous issues and culture could result in alienation of clients or students and of the Indigenous community, resulting in loss of credibility of program.

Supervision Received

ICLC Academic Director and supervising lawyers.

Supervision Given

None.

Minimum Qualifications

Willingness to respect diverse perspectives, including perspectives in conflict with one's own. Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Applicants must be a graduate of Allard School of Law (or UBC Law in past). Preference will be given to applicants who have successfully completed the ICLC program. Superior research and writing skills. Strong preference for PLTC to be completed in Summer 2024 or Spring 2025 within Vancouver.

- Excellent interpersonal and communication skills
- Ability to work in a fast-paced environment, with minimal supervision.
- Ability to communicate and relate to Indigenous people and their communities.

- Ability to work independently in a fast-paced environment, handling multiple, simultaneous tasks, prioritizing and meeting deadlines effectively.
- Ability to work in a team environment and to take instructions.
- Ability to use own initiative and make independent decisions.
- Ability to draft routine correspondence. Ability to organize workload, identify urgent work items, and set priorities.
- Ability to cope with a heavy workload.
- Ability to exercise discretion and maintain confidentiality.
- Ability to deal with distressed, demanding and/or hostile clients.
- Ability to work effectively with a wide range of people including those with low incomes, physical/emotional disabilities, limited literacy, or otherwise disadvantaged.
- Ability to exercise empathy and to assist disadvantaged clients, including those with mental disabilities, those with low income, or those whose first language is not English.
- Ability to exercise sensitivity to aboriginal people's issues.
- A demonstrated awareness of the Indigenous community's cultural diversity.
- Ability to exercise a high level of professionalism.