



Legal Advocacy Volunteer

POSITION OVERVIEW: First United is a place for people of all walks of life to come together in community. Getting involved in the community is a great way to show you share our values of dignity, trust, justice, empowerment, and respect for all. Reporting to the Legal Advocacy Program manager, volunteers are expected to help oversee the intake process.

KEY RESPONSIBILITIES:

- Greet incoming clients, supervise waiting area, note general information, and maintain an organized queue during intake hours
- Retrieve files for returning clients
- Assist clients in need of accessibility support
- Report any issues to the Legal Advocacy Program manager
- Other tasks as needed

SKILLS AND KNOWLEDGE:

- A firm kindness with good boundaries
- Open to welcoming people from all walks of life
- Experience in a low barrier environment working with people who live with the intersecting challenges of mental illness, trauma, addiction, and extreme poverty
- Ability to be warm and welcoming while maintaining a professional demeanour, including maintaining confidentiality where appropriate
- Experience working in a non-profit- or social service-related environment is an asset
- Naloxone/Narcan training an asset

AVAILABLE SHIFTS:

Mondays 9-11 am

Tuesdays 12:30-2:30 pm

Fridays 9-11 am

* We ask that volunteers commit to at least one shift per week (two hours) for at least three months.

- All volunteers are required to pass a criminal record check and sign a confidentiality agreement.
- Our facility is located on East Hastings Street in Vancouver's Downtown Eastside.
- Please send an email introducing yourself and your interest in volunteering, along with three references, to Legal Advocacy manager Didi Dufresne at ddufresne@firstunited.ca.