

VOLUNTEER CENTRE

POSITION : LAWYER

For 30 years, the YWCA Legal Information Clinic has been helping hundreds of people each year. Clients have access to confidential one-on-one consultations (by appointment only) with volunteer lawyers and notaries who have expertise in various fields including family, criminal, housing, and labour law, as well as immigration.

We seek lawyers to offer legal information in their field of expertise two to four times per month.

Key tasks and responsibilities

- Provide legal information (not advice) to the clinic's clients.
- Refer clients, if necessary.
- See three to five clients per session.
- Provide a quality service and the best possible help.
- Be available to communicate regularly by phone or email with the clinic's manager.
- Attend team meetings (very infrequent) to help improve the effectiveness and services of the clinic.

Position requirements

- **Knowledge:** Be a member of the Barreau du Québec, have five years of experience in law and can inform and refer clients (volunteers have access to reference books and the Internet).
- **Practical Skills:** Experience in one-on-one help.
- **People Skills:** The ideal candidate enjoys working with people. S/he is compassionate, patient, punctual, and reliable. S/he is a good listener and knows how to set limits with clients.

Volunteer conditions

- Commit to volunteer for at least one year (including holidays).
- Have five years of experience as a lawyer.
- Be in good terms with the Barreau du Québec.
- Be available to volunteer every one or two weeks.
- Attend an interview with the Volunteer Centre manager.
- Be available to consult from the YWCA office.

Type of position and schedule

Regular: Time slots last from two to three hours, depending on the number of clients registered. They are either in the morning, in the afternoon or in the evening. Each consultation is 30 minutes. The Legal clinic offers appointments Monday through Thursday.