

## **POSITION : NOTARY**

For over 30 years, the YWCA Legal Information Clinic has provided services to hundreds of people each year. It offers confidential and individual consultations (by appointment only) with experienced volunteer lawyers and notaries on a variety of subjects: family law, immigration, criminal law, civil law, housing law, labor law.

We are looking for a notary to provide legal information in their area of expertise once or twice a month.

### **Key tasks and responsibilities**

- Provide legal information (not advice) to clients;
- Refer clients to the appropriate resources as needed;
- Welcome 3 to 5 clients per shift;
- Provide excellent service to clients and help them as much as possible;
- Communicate regularly by email and telephone with the person in charge of the Legal Information Clinic;
- Improve the services and efficiency of the Clinic by participating in team meetings (if necessary).

### **Position requirements**

- **Knowledge:** Be a member of the *Chambre des notaires du Québec*, have at least five years of experience as a notary, have the ability to inform and refer clients (volunteers have access to Internet and reference books).
- **Practical Skills:** Have experience in individual help.
- **People Skills:** Have good interpersonal skills, empathy and patience. Listen to others, know how to set limits with clients, be punctual and show up for appointments.

### **Volunteer conditions**

- Commit for at least one year;
- Have at least five years of experience as a notary;
- Be on good terms with the *Chambre des notaires du Québec*;
- Be available for a clinic every two or four weeks;
- Participate in the interview with the manager of the Volunteer Center;
- Be available to go to the YWCA to take the appointments with clients.

### **Type of position and schedule**

Regular: each volunteer shift can last from two to three hours at a rate of 30 minutes per consultation, either in the morning, afternoon or evening depending on the number of registered clients. From Monday to Thursday.