

POSITION: NOTARY – LEGAL INFORMATION CLINIC

For more than 30 years, the YWCA Montreal Legal Information Clinic has been providing its services to more than 700 people on a yearly basis. The Clinic provides confidential and individual consultations with experienced volunteer lawyers and notaries on various subjects.

We are looking for lawyers to provide legal information in their area of expertise: **family law, health law, immigration, housing law, civil law, real estate law.**

Key tasks and responsibilities

- Offer legal information (not advice) to the clients of the Clinic
- Refer the clients to appropriate resources as needed
- Meet with 2 to 5 clients per time slot
- Provide an excellent service to the clients and help them as much as possible
- Communicate regularly by email and phone with the coordinator of the Clinic
- Attend team meetings (not frequent) to help improve the effectiveness and services of the Clinic.

Position requirements

- **Knowledge:** Be a recognized member of the Chambre des Notaires du Québec, have two years of experience as a lawyer. Ability to inform and refer clients (volunteers have access to reference books and the Internet).
- **Practical Skills:** Experience in individual help.
- **Soft Skills:** Interpersonal skills, empathy, and patience. Be attentive to others, being able to set boundaries with the clients, be punctual and attend appointments.

Conditions for volunteering

- Commit for at least one year (except during vacations and holidays)
- Have two years of experience as a lawyer.
- Be on good terms with the Barreau du Québec.
- Be available to volunteer every week or every two weeks.
- Attend an interview with the Coordinator of the Legal Information Clinic.
- *Please note that meetings with clients are currently conducted by telephone or video conference.*

Type of position and schedule

Regular: every time slot can last two to three hours for a total of 30 minutes per consultation, either in the morning, afternoon, or evening. It all depends on the number of registered clients. We offer clinic from Monday to Friday.