



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

STUDENT HELP & ADVOCACY CENTRE – LEGAL RESOURCE COORDINATOR

The Student Help and Advocacy Centre (SHAC) is a student-run advocacy and referral office that provides a safe space to assist students in a confidential and compassionate manner to provide them with the information they need. SHAC strives to eliminate discrimination against people facing all forms of oppression, as well as the stigma of asking for help through working with an empowerment model.

The SHAC Legal Resource Coordinator is responsible for providing legal advocacy for the students at the University of Guelph. Their primary responsibility is to act as an information source to students who are experiencing tenancy or legal issues, or are undergoing the University's Judicial process. This requires research skills, familiarity with local and university service providers, dispute resolution processes (especially the tenant landlord board process), and interpersonal skills. This position is also responsible for promoting the tenancy-related advocacy services provided by SHAC to the student body through the organization of legal-oriented events, such as tenancy and budgeting workshops. The Legal Resource Coordinator will be responsible for training volunteers and utilizing them to assist in these endeavors.

| | |
|-----------------------------|--|
| Term | Summer Semester 2018 – 25 Flex Hours September 3 to December 14, 2018, 15 weeks January 7 to April 19, 2019, 15 weeks Total of 30 Weeks + Flex Hours |
| Hours | 10 hours per week, reduced to 5 hours per week during Exam Periods and Winter Reading Week <i>(average hours may vary from week to week)</i> 300 hours total |
| Wages | \$4,605 (includes vacation pay) |
| Immediate Supervisor | SHAC Coordinator |
| Executive Supervisor | Vice President Academic |

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, April 7
- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, anti-oppression/inclusivity, CSA policy and bylaws, Health and Safety, etc.
- Required to attend a full day of SHAC specific training to include Active Listening, Residential Tenancy Act, FILAC method, etc.
- Receive training specific to student tenancy and budgeting issues from the lawyer on contract with SHAC
- Required to receive 5 hours of one-on-one training at minimum wage from the outgoing SHAC Legal Resource Coordinator
- Required to provide 5 hours of one-on-one training to the new incoming Coordinator
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition prior to the end of your contract
- Required to sit on the SHAC Legal Resource Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

SUMMER DUTIES (25 FLEX HOURS):

- Develop a timeline and action plan for tenancy workshops and the legal drop-in service
- Work with the SHAC Team to ensure a SHAC presence and promotion during Orientation week
- Meet regularly with the SHAC team (virtually or in person) to provide updates and discuss programming details
- Be available to assist with running the SHAC orientation event(s)
- Begin transitioning for in-office role (this may include doing some office hours for practice)

GENERAL RESPONSIBILITIES:

- Ensure SHAC is operating in an anti-oppressive/inclusive manner
- Hold at least eight (8) office hours per week in the Fall and Winter semesters

Host at least 2 tabling events in the Fall and Winter semesters

- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Immediate and Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Attend and participate in bi-weekly meetings of the SHAC Staff Team as scheduled by the SHAC Coordinator
- Prepare and submit a summary activity report at the end of **every** semester to the SHAC Coordinator, detailing the number of clients, general nature of enquiries and workshops provided
- Work with other SHAC Coordinators to maintain an organized, accessible office, including keeping files and resource materials updated and monitor the office's accessibility and address issues as they appear.
- Direct those who seek assistance from SHAC to resources appropriate to their query
- Arrange appointments with students outside of established office hours when necessary
- Assist with the Traditional Events as noted in the SHAC budget, specifically December 6th Day of Remembrance and Action on Violence Against Women, Queer Identities Week, Black History Month and Human Rights in an International Context
- Develop and update office resources in areas of need, identified by student enquiries or cases in collaboration with the SHAC Staff Team.
- Maintain the amounts of tenancy booklets, law school information guides, and resources related to CSA initiatives as well as on-campus and off-campus resources

TENANCY/LEGAL

- Collaborate with the VP External on tenancy issues, resource material and workshops
- Plan and coordinate a Housing & Tenancy Workshop in collaboration with the VP External
- Collaborate with Off Campus Living during the Rental Housing Fair to provide tenancy rights information and resources
- Work with Off-Campus Living where legal issues require it and liaison with Off-Campus Living to discuss roles between Off-Campus Living and SHAC in regard to tenancy cases
- Develop relationships, maintain contacts and work collaboratively, as much as possible, with relevant organizations/ departments/ services/ programs/etc. on and off campus
- Meet with the SHAC Coordinator on a monthly basis to review all ongoing tenancy/legal cases
- Coordinate and oversee the lawyer drop-in service as contracted through the Legal Aid Clinic of Guelph
- Serve as knowledgeable resource on the Residential Tenancy Act, and on legal issues and avenues
- Ensure that the peer support and tenancy/legal services are promoted to the CSA membership in conjunction with the SHAC Staff and the Promotion Services and Graphic Designer
- Develop and maintain clear and transparent records system for the legal services provided by SHAC to students, and to utilize these records to improve those services
- Work with the CSA Promo and Graphic Design to implement initiatives to inform students of legal issues and rights

VOLUNTEERS

- Together with the Volunteer Coordinator, be responsible for establishing a training programme for all volunteers which encompasses aspects of the job pertaining to tenancy and other aspects covered by the Legal portfolio
- In collaboration with the Volunteer Coordinator, log monthly hours and activities of every volunteer that supports the work of the Legal Coordinator
- Develop and maintain the sections of the SHAC Volunteer and Resource Manual specific to this position, in collaboration with other SHAC Coordinators
- Communicate regularly with the Volunteer Coordinator to plan how volunteers can become engaged in Legal advocacy events and support
- Attend SHAC Volunteer meetings as requested by the SHAC Volunteer Coordinator

QUALIFICATIONS:

- A keen understanding of oppression, power, privilege and social justice issues
- Commitment to anti-oppression/inclusivity
- Strong research skills
- Strong organizational, communication, and interpersonal skills
- Experience working on in a team environment
- Experience with and commitment to maintaining confidentiality in regard to cases
- Familiarity with the various on and off-campus campus organizations which deal with tenancy and legal issues;
- Effective outreach strategies
- Independent problem solving under pressure
- Presentation skills and group facilitation experience are an asset
- Experience with advocacy and basic peer support is an asset
- A background in law and/or knowledge of the Residential Tenancy Act is an asset
- Former CSA/SHAC experience is an asset

Deadline for applications is Thursday, March 15th, 2018 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.