



Externship Program

Placement Profile

ORGANISATION/FIRM:

Hamilton Community Legal Clinic/Clinique juridique communautaire de Hamilton

LOCATION:

100 Main St E, Suite 203 (2nd Floor)
Hamilton, ON L8N 3W4

WEBSITE:

www.hamiltonjustice.ca

DESCRIPTION of
ORGANISATION:

Hamilton Community Legal Clinic is a community-based not-for-profit agency whose diverse team of caring professionals and volunteers provides legal services to low income individuals and communities to promote access to justice and to improve quality of life. We do this through summary advice and referral, representation, community development, law reform, and public legal education.

NUMBER OF PLACEMENTS
AVAILABLE:

1

ON-SITE SUPERVISOR NAME:

Lindsay Beckham

ON-SITE WORKSPACE
AVAILABLE:

Yes No

ON-SITE COMPUTER
AVAILABLE:

Yes No, student needs own laptop

HOURS:

Students will primarily complete work during typical office hours (8:30am – 4:30pm). Please include additional information about hours of work in the space that follows:
Monday, Tuesday, Thursday, Friday 8:30am - 4:30 pm
Wednesday 8:30am - 12pm

REQUIRED PLACEMENT
COMPETENCIES:

Students must be able to appreciate and sensitively respond to the experiences of diverse clients with low income, many of whom experience issues with mental health and addiction. Attention to detail is key.

PREFERRED COMPETENCIES:

Experience interviewing is an asset, as is capacity to speak French and other languages.

REQUIRED COURSES:	n/a
PREFERRED COURSES:	Administrative Law
REQUIRED PRE-PLACEMENT READING	<ul style="list-style-type: none"> - Law Society of Ontario materials clarifying “legal information” v. “legal advice” - n/a
ANTICIPATED AREAS OF LAW:	Ontario Disability Support Program (ODSP); some residential tenancies.
DESCRIPTION OF WORK ASSIGNMENTS:	<p>The primary role is to interview clients who are appealing the denial of their ODSP applications. Retainers and consent documents need to be explained, completed and signed. The student will then take the client through a series of questions related to their medical conditions, functional limitations, treatment, health care providers, medications, restrictions, etc. The role requires a mature manner with strong inter-personal skills and empathy. Information is highly personal and confidential. It is anticipated that there will also be time to conduct legal research for caseworkers on the housing team.</p>
POLICE CLEARANCE REQUIRED:	<input type="checkbox"/> Yes, type of Police Clearance: <input checked="" type="checkbox"/> No <p>If yes, what type of police clearance is required</p>
TRAVEL REQUIRED:	<input type="checkbox"/> Yes, type of travel required: <input checked="" type="checkbox"/> No <p>If yes, please provide a description</p>
CAR REQUIRED:	<input type="checkbox"/> Yes, description as follows: <input checked="" type="checkbox"/> No <p>If yes, please provide a description</p>
LODGING REQUIRED:	<input type="checkbox"/> Yes, description as follows: <input checked="" type="checkbox"/> No <p>If yes, please provide a description</p>
OTHER REQUIREMENTS:	<p>n/a</p> <p>List any supplies a student is required to have</p>
NOTES REGARDING ACCESSIBILITY:	<p>This worksite is accessible to persons with physical impairments.</p> <p><i>Please include other notes regarding accessibility in the space that follows:</i></p> <p>n/a</p> <p>Please discuss your individual needs with the Externship Program Director.</p>

OTHER NOTES ABOUT THE
ORGANISATION (optional):

The Clinic has an Indigenous Justice initiative that seeks to build relationships of trust with Indigenous people. Cultural sensitivity is critical and will be supported by the Clinic.

Personal information on this form is collected under the authority of the University of Windsor Act, 1962 and will be used for the purpose of administering the university-student relationship and organising experiential placements offered by the Faculty of Law. Questions about this collection should be directed to the Experiential Learning Coordinator, Faculty of Law, University of Windsor | 401 Sunset Avenue, Windsor ON N9B 3P4 | (519) 253-3000 ext. 4297.

Form Drafted 16 Feb 2018

Faculty Council Report 23 May 2018