**Student Caseworker Application 2019-20**

Thank you for your interest in volunteering as a caseworker at AIW. AIW is a client-intensive program where you will be assigned between two to three of your own cases as a first-year student.

**We do not recommend that you volunteer for this clinic at the same time as volunteering for another intensive program (ex. PBSC, DLS, etc).**

If you would like more information about AIW, please visit [www.iavgo.org/aiw](http://www.iavgo.org/aiw), or reach out to the Co-Directors Saambavi Mano (**saambavi.mano@mail.utoronto.ca**) or Daniel Yang (**daniel.yang@mail.utoronto.ca**).

We will also be holding an **Information Session on Monday, September 9th at the law school in the Bennett Lecture Hall (Room P120) from 12:30 – 2:00 pm**, where you will be able to discuss AIW with past and current caseworkers.

This application is due on Friday, September 13th, 2019 at 12:00 pm (noon).Submit this **form and your CV** by email to **AIW.clinic@gmail.com**to apply. Please remember to indicate your preferred shift times.

In addition, **please ensure you are available for AIW Admin Training Day on Friday, September 20th at 2:00-4:00 pm & AIW File Transfer Day on Saturday, October 5th at 2:00-4:00 pm**. You must be available on that day to apply. If you have extenuating circumstances, please email us.

We will send out offers at 9:00 a.m. on Tuesday, September 17th. We will require responses by 9:00 a.m. on Wednesday, September 18th.

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| **Application Timeline****Thursday, September 5th at 12:30-2:00 pm –** Clubs Fair – Atrium, Jackman Law Building**Monday, September 9th at 12:30-2:00 pm** – AIW Information Session – Bennett Lecture Hall (Room P120)**Friday, September 13th at 12:00 pm (noon)** – Applications Due – AIW.clinic@gmail.com**Tuesday, September 17th at 9:00 am** – Offers Made – via email**Wednesday, September 18th at 9:00 am** – Deadline to Accept Offers (24 hours) – via email **Friday, September 20th at 2:00-4:00pm** – AIW Admin Training – AIW Office, 55 University Avenue, 15th Floor**Saturday, October 5th at 2:00-4:00 pm** – AIW File Transfers – AIW Office, 55 University Avenue, 15th Floor |

**Information about AIW**

Working at AIW requires a **minimum** **commitment of three hours per week** (one shift) for the entire academic year. Some weeks may require slightly more time. As a caseworker, you will be responsible for between 2 – 3 files from the time you join the clinic, with supervision, guidance, and support from two staff lawyers and a number of returning upper year students.

At AIW, you will learn to interact with clients, and you will develop your oral and written advocacy skills. You will have the opportunity to represent your clients at the WSIB, ARO, and WSIAT level of appeals (and to learn what these acronyms mean!). From day one, you will be required to communicate in a timely manner with WSIB case managers and staff, medical professionals, and your clients. You will be well-supported, but you will also have a lot of autonomy, responsibility, and growth opportunities relative to other 1L experiences.

AIW values diversity and strives to select caseworkers who reflect the population we serve.

By completing this application, you understand and accept your responsibility to your future clients.

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| **Personal Information** |
| **Name** |  |
| **Phone Number**  |  |
| **Email Address**  |  |
| **Undergraduate Major**  |  |
| **Undergraduate School**  |  |
| **Graduate Major**  |  |
| **Graduate School**  |  |
| **Fluent Languages**  |  |  |  |

**Commitment:**

Please **bold** your answers.

Are you able to commit to a three hour per week shift? YES / NO

Would you be interested in returning to AIW as an upper year shift leader or as a paid full-time summer student? YES / NO

**Application Questions:**

1. Why do you want to volunteer at Advocates for Injured Workers?

2. Why do you want to work with individuals from marginalized communities? Expand on any relevant experience.

3. AIW caseworkers regularly participate in written and oral advocacy, and should have strong communication skills. Expand on any work or volunteer experience you have that would make you a good caseworker?

4. AIW caseworkers regularly work in teams with other caseworkers, Staff Lawyers, and volunteers. Please describe an experience where you worked collaboratively with others.

5. A year from now, what experience do you hope to have gained from volunteering here?

6. Would you be interested in any policy or law reform research? YES / NO

7. Would you be interested in organizing work? YES/NO

If you have any experience with organizing, please explain below:

**FIRST SEMESTER SHIFT TIMES**

AIW volunteers complete one regular three-hour shift per week. Please number (according to your preference) **ALL** the three-hour blocks of time you are available for a shift. Please note that the clinic does not open until 8:30 am and all shifts must be completed by 7:00 pm. There is also travel time between AIW and the UofT Law Campus; keep this in mind during your scheduling.

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|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 8:30 – 9:00 AM |  |  |  |  |  |
| 9:00 – 9:30 AM |  |  |  |  |  |
| 9:30 – 10:00 AM |  |  |  |  |  |
| 10:00 –10:30 AM |  |  |  |  |  |
| 10:30 –11:00 AM |  |  |  |  |  |
| 11:00 –11:30 AM |  |  |  |  |  |
| 11:30 – 12:00 PM |  |  |  |  |  |
| 12:00 – 12:30 PM |  |  |  |  |  |
| 12:30 – 1:00 PM |  |  |  |  |  |
| 1:00 – 1:30 PM |  |  | Staff Meeting – NO SHIFTS  |  |  |
| 1:30 – 2:00 PM |  |  |  |  |
| 2:00 – 2:30 PM |  |  |  |  |
| 2:30 – 3:00 PM |  |  |  |  |
| 3:00 – 3:30 PM |  |  |  |  |
| 3:30 – 4:00 PM |  |  |  |  |
| 4:00 – 4:30 PM |  |  |  |  |
| 4:30 – 5:00 PM |  |  |  |  |
| 5:00 – 5:30 PM |  |  |  |  |
| 5:30 – 6:00 PM |  |  |  |  |
| 6:00 – 6:30 PM |  |  |  |  |
| 6:30 – 7:00 PM |  |  |  |  |