



Justice for Montanans members help empower low to moderate income Montanans to advocate for their legal right and increase access to justice.

Term of Service: September 2018 – August 2019

Service Schedule: Member will serve a minimum of 1,700 hours over a 48-week term and receive a living stipend every two weeks. Member may take approximately 2 weeks of combined vacation and sick time as well as 10 holidays during the term which will not count towards the 1,700 hour requirement. Member will typically serve 40 hours per week. There are 3 positions available and members will serve in Helena, Montana.

Position Summary:

Make a difference for Montana’s consumers and victims of crime by serving as an AmeriCorps member of Justice for Montanans with the Office of Consumer Protection and Victim Services (OCPVS). OCPVS helps educate and protect Montana consumers and businesses to prevent fraud and offers information and referrals to victims of crime. Members will have the opportunity to assist with various OCPVS programs with the support of friendly and encouraging staff members. All members will uphold the goals of the Justice for Montanans Program by increasing access to justice for low to moderate income Montanans.

Specific Position Responsibilities:

- Provide legal resource information to consumers by telephone, mail, and outreach
- Assist consumers with the resolution of consumer-related issues
- Learn consumer protection investigative techniques and use techniques to gather data
- Help coordinate remedies with staff, attorneys, and other agencies involved
- Assist with planning and implementation of statewide trainings and outreach covering all OCPVS programs
- Refer people to appropriate service agencies and partner organizations
- Assist in implementing and streamlining the Crime Victim Compensation program
- Review and process End of Life Registry forms
- Assist with various programs including Scam Alerts, Hope Cards, Identity Theft, Address Confidentiality, and Class Action Lawsuits
- Attend Domestic Violence Fatality Review meetings
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate
- Develop and assist with program-wide outreach efforts as needed



- Build relationships, attend meetings, and provide trainings with partner organizations and other service agencies
- Attend trainings to broaden your knowledge of the legal system, techniques for working with clients in crisis, and to learn more about important resource providers
- Perform other AmeriCorps-related duties such as reporting, timekeeping, and service projects

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for increasing access to justice and assisting low-income individuals
- A driver’s license and personal means of transportation are highly recommended
- Must pass a national service criminal history check due to contact with vulnerable populations
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals.
- Legal background or experience not required

Benefits:

- Living allowance of \$13,732 over 48-week term of service
- An AmeriCorps Education Award of \$5,920 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Hands-on experience and training for work in the legal field
- Opportunity to live, serve, and be part of the AmeriCorps team in the state of Montana

Questions? Contact Mēghan Scott: jfm@mtlsa.org or 406-442-9830 x143

To apply please visit www.justiceformontanans.org



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