

## Justice for Montanans AmeriCorps Member Self Help Law Center



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**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 7 positions available and members will serve in Billings, Bozeman, Great Falls, Helena, Missoula or Kalispell.

### **Position Summary:**

Make a difference for low-income Montanans and learn about the legal system as a member of Justice for Montanans serving with the Montana Supreme Court's Self-Help Law Centers. Members of the public can go to the centers during designated hours to find legal information; download, print and fill out legal forms; get referrals to and applications for appropriate legal services or pro bono programs; and get information about community service agencies that may be able to assist with underlying non-legal issues. The member may be required to travel to designated sites within their assigned service areas to provide one-on-one assistance to self-represented litigants and to provide remote assistance via telephone, video-conferences or online "chat" features. The member does not provide legal advice but only legal information to the customers. Members work one-on-one with people who will be representing themselves in court to make sure they have accurate and complete paperwork and have a better chance to navigate the court system. 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:**

- Assist in the day-to-day operation of the center
- Provide legal information, forms, and resource referrals to Montana residents
- Travel to designated sites within the service area to provide additional assistance
- Communicate with attorneys, court employees, and local service providers
- Provide remote assistance via telephone, video-conference, and/or online chat features
- Assist with intake data collection and gathering customer feedback
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate
- Serve as a LiveHelp navigator to provide remote assistance in finding legal information on MontanaLawHelp.org and other websites



- Recruit, train and coordinate volunteers and interns, including pro bono attorneys, law students, college students, and others
- Develop and assist with program-wide outreach efforts as needed including updating county resource guides and distributing press materials
- 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](mailto:jfm@mtlsa.org) or 406-442-9830 x143

**To apply please visit** [www.justiceformontanans.org](http://www.justiceformontanans.org)

