



**Job Title:** Intake Specialist for Domestic Violence Survivors  
**Location:** Helena or Billings, Montana

The full-time Domestic Violence (DV) Intake Specialist is responsible for coordinating and providing support for client service activities for victims of domestic violence and other crimes. This position provides support to DV attorneys in the office and statewide.

### **Specific Duties**

- Answer incoming calls from victims of domestic violence in Montana
- Conduct initial screening of all DV victim calls
- Open computer files for new clients and new cases
- Develop and maintain knowledge of, and strong working relationships with legal and social service agencies that provide services to DV victims and make appropriate referrals and collaborate as needed.
- Input data from on-line or paper applications
- Scan and upload applications and client documents to MLSA's case management system
- Maintain calendars in the case management system and scheduling advice appointments with the appropriate DV Staff Attorney and other MLSA advocates as appropriate
- Responsible for other duties as assigned

### **Requirements**

- Associate's Degree, or equivalent educational experience
- Excellent oral and written communications skills
- Good listening skills
- Strong interpersonal and verbal skills
- Capacity to learn and adapt
- High degree of computer data entry proficiency and accuracy
- Ability to travel, occasionally overnight
- A commitment to providing high quality legal assistance to crime victims in Montana
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research
- Willingness to learn and further develop technology skills and abilities
- Dependability, initiative and motivation and concern for the interests of the crime victims

The Montana Legal Services Association is an Equal Opportunity Employer.

**Salary:** \$30,000 and up, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

**To Apply:** Send a letter of interest, three professional references, and resume to [hiring@mtlsa.org](mailto: hiring@mtlsa.org).

**Submission Deadline:** Screening of applicants will begin on January 7, 2019, and the position will remain open until filled.