



Justice for Montanans AmeriCorps Member

Legal Services Developer Program – Aging Services - Helena

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 2021 – August 2022

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 5 days, 40 hours per week.

Member will serve in Helena, Montana.

Position Summary:

Make a difference in the lives of low-income Montanans and Montana seniors. Learn about the legal system as a member of Justice for Montanans serving with the Aging Service Bureau's Legal Services Developer Program (LSDP). Aging Services, serves Montanans 60 and over at pro-bono legal documents clinics around the state and our member organizes those clinics. These clinics provide legal services through phone clinics and tele-clinics, as well as offering a free legal advice and advocacy phone line.

Specific Position Responsibilities:

- Travel and attend Legal Clinics and provide assistance as needed
 - Become a Notary Public in order to notarize documents completed at Legal Clinics
- Assist with recruiting attorneys and expand outreach for the Legal Clinics
- Assist in preparing for Legal Clinics (scheduling, printing client documents, preparing Legal Volunteer Binders)
- Research a variety of topics pertinent to the Montana Board of Crime Control Grant
- Conduct intake for the Advice and Advocacy line
- Learn how to use the Legal Service Developer database effectively and appropriately
- Attend weekly meetings with program staff - review the week and discuss client cases
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate
- Recruit, train and coordinate volunteers and interns, including pro bono attorneys, law students, college students, and others
- Serve as an advisory member on the Montana Board of Crime Control Advisory Committee to generate new ideas to increase the amount and quality of legal services around the state
- Meet and collaborate with partner entities such as Montana Legal Services, the State Bar's Justice Initiatives Committee and the Supreme Court's Access to Justice Commission, the Veterans Law Section and any other Access to Justice related committee
- Develop and assist with program-wide outreach efforts as needed
- Serve as a coordinator for the Montana Elder Justice Coalition (MEJC)
- Coordinate quarterly meetings, prepare meeting minutes and agendas, develop orientation materials for new members, and act as a liaison between the MEJC chair and coalition members.

- Learn about adult maltreatment (Abuse, Neglect, and Exploitation) prevention and intervention work through serving as a member of the coalition.
- 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
- Assist with the updating, maintenance and expansion of JFM social media presence
- 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 alien
- 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
- Demonstrate good interpersonal skills, public relations and ability to network with professionals
- Demonstrated ability to work independently and as part of a team
- Ability to appropriately handle confidential information and willingness to sign a confidentiality policy
- Basic computer proficiency including Word & some knowledge of Excel and Power Point
- Passion for increasing access to justice and assisting low-income individuals
- A driver's license and personal means of transportation within the state of Montana 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.

Benefits:

- Living allowance of \$15,100 over 48-week term of service
- An AmeriCorps Education Award of \$6,495 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 or forbearance on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Hands-on experience and training working in the legal field
- Opportunity to live, serve, and be part of the AmeriCorps team in the state of Montana

*I have read this position description _____ Date: _____

Member Signature

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

To apply please visit www.justiceformontanans.org

