

## Montana Fair Housing

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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 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 Butte, Montana.

### **Position Summary:**

Make a difference for low-income Montanans and learn about the legal system as a member of Justice for Montanans serving with Montana Fair Housing (MFH). The mission of Montana Fair Housing, Inc., is to promote fair housing throughout Montana, and elsewhere. Among MFH's specific purposes and goals is the promotion of equal opportunity in all housing related transactions, and to ensure all housing is available on a non-discriminatory basis. MFH is a private, non-profit organization. The Intake and Research Specialist will be responsible for intake-related activities. This will include talking with people to obtain information, conducting research, data entry, and maintenance of files. Intake activities frequently involve rapidly developing circumstances and interacting with people experiencing a range of emotions. Supervisor for this position is Pam Bean.

AmeriCorps 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:**

- Support MFH's general intake process by talking with people to obtain information, conducting research, maintaining documents, and entering data
- Support MFH staff (i.e. calling clients or requesting documents) to provide services to Montanans facing discrimination
- Ability to analyze information and provide an appropriate referral when needed
- Maintain electronic data files related to intake activities and investigation files, including cost and expense reports, in an accurate and timely manner
- Support overall communications with clients and agencies through research and data compilation
- Become familiar with the Federal Fair Housing Act as Amended in 1988 and the Montana Human Rights Act
- Ability to work interdependently
- Keep abreast of developments in regulations addressing civil rights and enforcement procedures, and agencies and organizations for referrals
- Staff and support outreach efforts for MFH as needed
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate

- Assist with updating, maintenance, and expansion of MFH websites and social media presence to provide legal information to people throughout Montana
- Perform other AmeriCorps-related duties such as reporting, timekeeping, and service projects
- Attend trainings/webinars to broaden your knowledge of the legal system, techniques for working with clients in crisis, and to learn more about important resource providers
- Other tasks as may be requested by the Executive Director

**Minimum Requirements:**

- Over 18 with a high school diploma or GED;
- 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
- 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, dependable transportation, and current auto insurance within the state of Montana are highly recommended
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals
- Must pass a national service criminal history check due to contact with vulnerable populations

**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](http://www.justiceformontanans.org)**

