



Justice for Montanans AmeriCorps Member

Montana Legal Services Association – Intake & Outreach/Pro Bono Program Concentration

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 Billings, 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 the Montana Legal Services Association. The Montana Legal Services Association (MLSA) is a nonprofit organization that provides legal services to low-income people throughout Montana. The member will provide support to the pro bono program and will increase MLSA's capacity to provide services. The member will respond to inquiries about individual cases, court procedures, community resources, and facilitate program services. Supervisor for this position is Yvonne Johnson.

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:

- Assist walk-in clients
- Maintain client related files and documentation
- Support attorneys with case management and attend court hearings as appropriate
- Manage the Billings Family Law Practice (FLP) Legal Assistance Clinic
- Assist in client intake through scheduled shifts on the MLSA Helpline
- Support MLSA's limited scope phone advice program by scheduling appointments, maintaining schedule, and conducting follow up
- Match clients with pro bono attorneys and manage client documents
- Provide follow up to clients after they receive limited scope services
- Help with the day-to-day office operations
- 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 through scheduled shifts on MLSA's LiveChat website
- Expand outreach efforts for various projects such as the Montana FreeFile program, Veterans Stand Downs, and many more

- Increase MLSA’s outreach through building relationships, attending meetings, and providing trainings with partner organizations, colleges, 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
- Assist with the updating, maintenance and expansion of MLSA 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

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

