



Justice for Montanans AmeriCorps Member

Montana Legal Services Association – Legal Services Navigator

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 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 member will help increase MLSA's capacity to provide services by performing intake through the MLSA HelpLine. The member talks with prospective clients, asks a series of questions and then uses this data to determine the best next course of action for that person. Through screening and referring clients, the member will gain experience working across the many different practice groups of MLSA. The member will learn all resources available and when to make the referral to another organization. Supervisor for this position is Tracie Poindexter.

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:

- Provide legal resource information to clients by telephone, mail and outreach
- Conduct client interviews over the phone
- Help coordinate remedies with attorneys and partner organizations
- Assist in maintaining client related files and documentation
- Support attorneys with case management and attend court hearings as appropriate
- 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
- Expand outreach efforts for various projects such as the Montana FreeFile program, Veterans Stand Downs, and many more
- Build relationships, attend meetings, and provide trainings with 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 and JFM 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
- Spanish proficiency recommended
- 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 and 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

