



Justice for Montanans AmeriCorps Member Montana Legal Services Association-Intake & Outreach/Tribal Law 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 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 Montana Legal Services Association (MLSA) is a federally and privately funded nonprofit organization that provides legal services to low-income people throughout Montana. This position will do regular intake and outreach but focus on supporting MLSA's Tribal Law Practice Group. MLSA intake which involves answering a helpline, filling out applications for clients, and setting them up with an attorney or referring them to other resources. The position will have occasional travel to Montana Indian Country. Supervisor for this position is Kathryn Seaton.

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 the Tribal Law Practice Group Managing attorney with case management, intake, mailing documents and letters to clients, and filings in tribal court
- Assist with managing MLSA's Indian Wills Project
- Draft wills for Native American clients and develop expertise in the American Indian Probate Reform Act
- Increase awareness of MLSA programs and services among Indian Country service providers with the aim of increasing referrals from service providers to MLSA
- Conduct outreach to Montana's Native population, both urban and on the reservation
- Develop knowledge of tribal court systems and legal information to share with client populations and other agencies as appropriate
- Compile legal resources, forms, and information specifically for tribal members
- Assist with intake processes by managing main voicemail and interviewing clients on their legal issues for MLSA's general client population
- Provide legal resource information to clients by telephone, mail, and outreach
- 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
- Attend trainings to broaden your knowledge of the legal system, techniques for serving 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
- 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 serving 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



