

Justice for Montanans AmeriCorps Member Self Help Law Center



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.

The members will serve in 7 positions in Billings (2), Bozeman, Great Falls (2), Helena, or Missoula.

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 Supreme Court's Self-Help Law Centers. Service members provide one-on-one, virtual, and telephonic assistance to clients by providing clients with legal information and the appropriate paperwork to better navigate Montana's court systems. Serving the public directly, members ensure that customers have accurate and complete paperwork to represent themselves in non-criminal, civil legal matters. The member may be required to travel to additional sites within their service city and neighboring counties to provide in-person assistance to clients that cannot travel to their centers. The member does not provide legal advice but only legal information to the customers. Members work one-on-one with people who will be representing themselves in court to make sure they have accurate and complete paperwork and have a better chance to navigate the court system. Additionally, members will refer clients to legal services and pro bono programs, as well as to relevant community agencies that can assist. The Court Help Program Administrator is Kiley Gage. Each host site will have a different facilitator/supervisor.

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 in the day-to-day operation of the center and provide legal information, forms, and resource referrals to people representing themselves in Montana courts
- Travel to designated sites within the service area to provide additional assistance
- Communicate with attorneys, court employees, and local service providers
- Provide remote assistance via telephone, email, video-conference, and/or online chat features
- Collect client demographic data and gather customer feedback
- Develop knowledge of Montana's legal system to share with clients and other agencies as appropriate
- Serve remotely as a LiveHelp navigator to help individuals access online legal information and resources
- Recruit, train, and coordinate volunteers, including pro bono attorneys, law students, and others
- Develop and assist with center-specific and program-wide outreach efforts as needed including updating county resource guides and distributing press materials

- Build relationships, attend meetings, and provide trainings with partner organizations and other service agencies
- Attend trainings to broaden knowledge of the legal system - techniques for working with clients in crisis, and important resource providers
- Perform other AmeriCorps-related duties such as reporting, timekeeping, and service projects

Minimum Requirements:

- Passion for increasing access to justice and assisting low-income individuals. Candidates with some interest in attending law school are preferred
- 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
- 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

