



## Justice for Montanans AmeriCorps Member Legal Services Developer Program, Aging Services

**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 6<sup>th</sup>, 2022 – August 11<sup>th</sup>, 2023

**Service Location:** Helena, MT

**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 in the lives of low-income Montanans and Montana seniors. Learn about the legal system as a member of Justice for Montanans serving with the Aging Service Bureau's Legal Services Developer Program (LSDP). Aging Services serves Montanans, age 60 and over, at pro-bono legal documents clinics around the state. The Legal Services Developer Program also provides legal services through phone clinics and tele-clinics, as well as offering free legal advice on civil issues via an advocacy hotline. The position would include assistance with organization of live, phone, and tele-clinics, intake for clients, correspondence with volunteers, and monitoring of the hotline.

### **Specific Position Responsibilities:**

- Travel and attend estate planning legal clinics and provide assistance as needed
- Become a Notary Public in order to notarize documents completed at Legal Clinics
- Assist with recruiting attorneys and expand outreach for the Legal Clinics
- Assist in preparing for Legal Clinics (client intake and scheduling, printing client documents, preparing Legal Volunteer Binders, etc.)
- Research a variety of topics pertinent to the Montana Board of Crime Control Grant
- Conduct intake for the Advice and Advocacy line
- Learn how to use the Legal Service Developer database effectively and appropriately
- Attend weekly meetings with program staff - review the week and discuss client cases
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate
- Assist in drafting legal documents pertaining to real estate and estate planning
- Recruit, train, and coordinate volunteers and interns, including pro bono attorneys, law students, college students, and others
- Serve as an advisory member on the Montana Board of Crime Control Advisory Committee to generate new ideas to increase the amount and quality of legal services around the state
- Meet and collaborate with partner entities such as Montana Legal Services, the State Bar's Justice Initiatives Committee and the Supreme Court's Access to Justice Commission, the Veterans Law Section and any other Access to Justice related committee

- Develop and assist with program-wide outreach efforts as needed
- Learn about adult maltreatment (Abuse, Neglect, and Exploitation) prevention and intervention work through serving as a member of the coalition.
- Attend trainings to broaden 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 JFM social media presence
- 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
- Demonstrate 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\*
- Segal Education Award\*
- Eligible deferment on qualified student loans
- Health benefits
- Child care assistant to qualified members
- Relocation allowance of up to \$550 if the service site is 50 miles or more from current residence
- Hands on experience in the legal field
- Opportunity to live, serve, and be a part of the AmeriCorps team in the state of Montana

\*Current benefit amounts are available on our [website](#) and updated to reflect current funding and benefits approved by AmeriCorps.

Member Signature

**Questions? Contact the JFM AmeriCorps Coordinator: [jfm@mtlsa.org](mailto:jfm@mtlsa.org) or 406-442-9830 x143**

**To apply please visit [www.justiceformontanans.org](http://www.justiceformontanans.org)**

