

# Justice for Montanans AmeriCorps Member

## Self Help Law Center



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**AmeriCorps members will uphold the goals of the Justice for Montanans Program by increasing access to justice for low to moderate income Montanans.**

**Term of Service:** May/June 2023-August 2023, Summer internship

**Location:** Billings, MT

**Service Schedule:** Member will serve a minimum of 450 or 300 hours over a 9 or 12-week term and receive a living stipend every two weeks. Member will typically serve 5 days, 40 hours per week, with a few days available to take off for site observed holidays, vacation and sick leave.

### **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 site supervisor is the Billings Court Help Facilitator.

### **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\*
- Segal Education Award\*
- Eligible deferment on qualified student loans
- Child care assistant to qualified members
- 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. Relocation and health benefits are not available to summer internship positions.

\*I have read this position description \_\_\_\_\_ Date: \_\_\_\_\_

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)**

