



Justice for Montanans AmeriCorps Member Confederated Salish & Kootenai Tribal Defenders Office

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: Current term dates are listed on our [website](#). Members typically start service the day after Labor Day through the 2nd week of August.

Location: Pablo, 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.

Position Summary:

Make a difference for low-income tribal community members and learn about the legal system as a member of Justice for Montanans serving with the Confederated Salish Kootenai Tribal Defenders Office. Service members provide one-on-one in person, virtual, and telephonic assistance to clients by providing clients with legal information and the appropriate paperwork to better navigate Confederated Salish Kootenai court systems. Serving the public directly, members ensure that clients have accurate and complete paperwork to represent themselves in non-criminal, civil legal matters, and support in navigating the criminal justice system. The member does not provide legal advice but only legal information to the customers. Members work collaboratively within the holistic legal services provided by the Tribal Defender's Office. Additionally, members will refer clients to legal services and pro bono programs, as well as to relevant community agencies.

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

Specific Position Responsibilities:

- Perform personal interviews with potential clients in-person and over the phone and schedule initial consultations with attorneys, provide legal information, forms, and resource referrals to people representing themselves in Tribal and Montana courts
- Assist walk-in clients by collecting documents, entering information into case management system and processing applications
- Ensure legal issues falls within the scope of the office, while helping the person feel heard and understood
- Support clients
- 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

- Develop and assist with site-specific and program-wide outreach efforts as needed including website development, updating and publishing pro se forms drafted by the Defenders Office.
- 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 vehicle within the state of Montana is required for this position
- 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.

Questions? Contact the JFM AmeriCorps Coordinator: jfm@mtlsa.org or 406-442-9830 x143

To apply please visit www.justiceformontanans.org

