



Justice for Montanans members help empower low to moderate income Montanans to advocate for their legal rights 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: Missoula, 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 Montanans who have pending criminal, juvenile, mental health, or family defense matters throughout the western part of the state as a member of Justice for Montanans serving with the Montana Office of Public Defender (OPD). The members will help increase the access and knowledge of resources available for OPD's clients and attorneys by actively engaging in community resource mapping strategies. The community resource mapping will be gathered throughout western Montana and will entail collecting the documents needed to connect clients to resources (intakes, applications, release of information, etc.). Additionally, while working collaboratively with OPD's attorneys, the member will assist clients who are incarcerated or in the community setting with coordinating substance use treatment referrals.

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:

- Ability to collaborate with a variety of communities and local service providers to connect clients to essential resources and services.
- Foster communication and connections with a wide array of community service providers while sustaining a collaborative community referral network.
- Develop and maintain a social service agency resource directory. This may include substance use outpatient and inpatient treatment, mental health resources, housing resources, tribal member contacts, and other social service agencies that will benefit OPD's clients.
- Works as a team member of the defense attorney to assist clients charged with criminal offenses and/or child abuse and neglect cases, specifically those with substance use disorders or co-occurring disorders.
- Appropriately and effectively communicate with attorneys to provide updates that are associated with the case and client's potential release plan for inpatient treatment.
- Effectively assist clients with substance use referrals by coordinating and obtaining a chemical dependency evaluation to determine a client's level of care.

- Gather and fill out appropriate paperwork and documents to assist clients in securing treatment placements.
- By abiding by HIPPA laws, utilizing appropriate releases of information, submit a client's referral to an applicable treatment facility.
- Assist client with Medicaid activation or reactivation.
- Coordinate transportation for the client to the inpatient treatment facility.
- Follow-up on client's progress on their treatment plan and report findings to OPD's attorney associated with the case.
- Build rapport and trust with clients that are referred.

Minimum Requirements:

- Desire for increasing access to justice and assisting low-income individuals. Candidates with some interest in either attending law school or social work program.
- 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
- Acceptance and understanding of working with individuals who are alleged of committing crimes
- 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, along being a part of a team
- Ability to appropriately handle confidential information
- Basic computer proficiency and the ability to learn OPD's computer software to appropriately document
- A driver's license is required for this position
- Must pass a national service criminal history check due to contact with vulnerable populations

Benefits:

- Living allowance*
- Segal Education Award*
- Eligible deferment on qualified student loans
- Health benefits
- Childcare 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**