

## Justice for Montanans AmeriCorps Member



## Montana Office of Public Defender- Appellate

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**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 2<sup>nd</sup> week of August.

**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. Members 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. Members will typically serve 5 days, 40 hours per week.

### **Position Summary:**

Make a difference for low-income Montanans and learn about the legal system as a member of Justice for Montanans serving with Montana Office of Public Defender (OPD). Members will provide in-person, virtual, and telephone assistance by providing clients with appropriate legal resources to assist with post-sentencing support to navigate the criminal justice system. Service members will help increase the access and knowledge of resources available for clients post-sentencing by actively engaging in community resource mapping strategies. The resource mapping will be gathered throughout Montana and will entail collecting documents needed to connect clients to resources including obtaining driver licenses, removal from violent/sex offender registries, payment guidance, early release incentives, habeas corpus, and expungement.

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 statewide legal resources to assist clients with navigating the criminal justice system after they have been sentenced.
- Develop and maintain a resource directory with legal forms to assist clients that are navigating the criminal justice system after sentencing.
- Appropriately communicate with clients in-person, over the phone, mail and electronically. Utilize OPD's case management system to identify clients who may need post-sentencing assistance.

### **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 have been convicted of 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 while being a part of a team.
- Ability to appropriately handle confidential information.
- Computer proficiency and the ability to learn OPD's case management system to appropriately document.
- A driver 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](mailto:jfm@mtlsa.org) or 406-442-9830 x143.  
To apply please visit [www.justiceformontanans.org](http://www.justiceformontanans.org)**