

JOB ANNOUNCEMENT

Central Minnesota Legal Services: Client Services/Intake position available full time for its Minneapolis office.

Responsibilities: This position is the first point of contact for clients applying for legal assistance. The intake process includes initial screening for financial and other eligibility requirements, interviewing clients to obtain information relevant to their legal issue, and follow-up to obtain any documents or information necessary to complete the application. Interviews generally take place over the phone or in person at legal clinics in the community, with an occasional in-person interview in the CMLS office. Additional duties include drafting case notes of intake interviews for attorney review, entering case information into the CMLS electronic case management system, general clerical duties such as making photocopies, and other duties as assigned.

The person hired will work within a team or other intake staff, and attorneys practicing in the areas of family law, housing law, and public benefits. After training, the goal will be for the chosen applicant to perform day-to-day tasks independently under the supervision of the CMLS Data and Technology Manager.

Background: CMLS is a 3-office program with 28 employees, providing free legal representation to low-income clients in 21 counties in central Minnesota. This position will be in the Minneapolis office but may require travel throughout the metro area. The mission of Central Minnesota Legal Services is to advocate for access to the civil justice system for low income people by providing high quality legal services and to improve the lives of people living in poverty by empowering self-advocacy skills through legal education.

CMLS is funded primarily by a grant from the Legal Services Corporation. CMLS also has other funding sources to provide civil legal services to other low-income populations in its 21-county service area. CMLS enjoys a good rapport with, and strong support from, the organized bar and the local judiciary.

Qualifications: Demonstrated commitment to the problems of individuals experiencing poverty and vulnerable persons. Experience working with vulnerable persons and persons experiencing trauma. Excellent oral and written communication skills. Detail-oriented. Ability to work with interpreters. Knowledge of community resources for individuals with low-income. Understanding of the state court system. Ability to multi-task and work in a fast-paced office with a collaborative, supportive team environment. Familiarity with Microsoft Office and navigating websites. Ability to work with electronic case management systems, Office 365, and use multiple systems simultaneously. Preference for candidates with experience working in the legal system or other systems in which trauma informed advocacy are performed. Valid driver's license and reliable vehicle required for occasional travel. Ability to speak Spanish/Somali a plus.

Salary: D.O.E. FTE pursuant to the CMLS salary schedule. Excellent benefits.

Starting Date: As close to March 15, 2020 as possible.

Application Deadline: February 14, 2020 or until filled.

Send or e-mail resume, cover letter, references and writing sample to:

Calista Moxey
CMLS
111North Fifth Street #402
Minneapolis, MN 55403
info@centralmnlegal.org

No Phone Calls

CMLS is an equal opportunity employer.