

JOB TITLE: Bilingual Case Coordinator

ORGANIZATION SUMMARY:

Volunteer Lawyers Network (VLN) provides free advice and legal representation to low-income individuals through volunteer attorneys, interpreters and other legal professionals. VLN's mission is to protect and promote the basic needs of people in poverty through the power of legal volunteers. VLN is a private non-profit organization affiliated with the Hennepin County Bar Association.

JOB DESCRIPTION:

VLN seeks .9 FTE (35 hours/week) customer-service oriented, well-organized, dependable individual for a case coordinator position. The case coordinator connects clients in need with pro bono attorneys.

Job duties:

- Coordinate and staff community based legal advice clinics. Attend weekly clinics to act as primary client contact and support work of staff and volunteer attorneys.
- Preparing clients for legal representation (such as helping them obtain necessary paperwork or information);
- Recruiting volunteer attorneys to represent and provide services to clients;
- Connecting volunteer attorneys with resources to help them with the legal representation;
- Recruit and maintain a roster of volunteer interpreters and translators providing services on VLN cases;
- Connecting specific clients and attorneys for the attorneys to provide legal services that directly impact the client's basic needs;
- Scheduling attorneys for legal clinic and phone services;
- Staff client intake hotline;
- Keeping up-to-date records in the agency's database regarding the client, attorney, and case information;
- Talking with people in poverty seeking our legal services to determine whether they qualify under our financial and legal issue guidelines;
- Providing administrative support to on-staff resource attorneys.

Qualifications:

- High school diploma or equivalent. College coursework preferred;
- Spanish and English fluency in reading, writing and speaking required;
- Experience working directly with clients in a legal services or social services setting;
- Effective oral communication skills;
- Good organizational skills;
- Demonstrated ability to take initiative in solving problems;
- Demonstrated ability to work well with diverse populations;
- Basic computer skills, including familiarity with MS Office products

Salary DOQ plus benefits.

VLN is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation or any other factors prohibited by applicable law.

Those with diverse economic, social, or cultural experiences are encouraged to apply.

HOW TO APPLY:

Mail resume and cover letter to hradmin@vlnmn.org

No phone calls or emails please.

SUBMISSION DEADLINE: April 12, 2018