

JUSTICECORPS MEMBER GENERAL POSITION DESCRIPTION

JusticeCorps is a collaborative project of the Judicial Council of California, California Superior Courts, public and private universities in California, and community partners including legal aid providers.

The program's purpose is to assist individuals, (known as self-represented litigants) who have legal matters pending in court, but are not represented by an attorney. Self-represented litigants face many obstacles in their attempts to resolve important legal matters, including a lack of familiarity with legal terms and mandatory forms and an inability to follow or fully comprehend court proceedings or orders given in court. Inability to resolve legal matters jeopardizes litigants' ability to establish child custody and support orders, resolve other family law issues, secure safe, affordable housing, to overcome barriers to employment, to obtain guardianships and conservatorships, or to avoid domestic violence, elder abuse, and civil harassment.

JusticeCorps members will be trained to provide legal information to self-represented litigants to assist them with resolving important legal matters such as those described above. Full-time members will provide service in one or all of the following settings: members will be placed in a Resource Center for Self-Represented Litigants, a Self-Help Legal Access Center, in one or more courtrooms or case flow management offices or virtual courtrooms of the Los Angeles Superior Court, or in a combination of two or more of these settings.

Service may include one-on-one and group interaction with litigants, workshop classroom-style presentations for litigants, and/or assistance to court staff and bench officers. JusticeCorps members primarily assist litigants by helping them prepare court paperwork, by educating and providing information, by making referrals, or through assistance in the court's case management project, all under the supervision of a licensed attorney or other qualified court staff. Members will receive training in a variety of areas to support and enhance the member's service to the public as well as training that will support the member's individual development.

AMERICORPS POSITION REQUIREMENTS AND BENEFITS

Service Time Requirements: To complete 1700 hours of service in the timeframe allotted with an adequate safety margin, accounting for holidays when the courts are closed and up to 10 sick days, members must serve a minimum of 7.5 hours per day Monday – Friday for 12 months unless a member is assigned to a site which operates 7 hours per day.

Compliance with AmeriCorps Rules on Prohibited and Unallowable Activities: JusticeCorps Member duties do not include any prohibited or unallowable activities per 45 CFR § 2520.65.

Compliance with AmeriCorps Rules on Member Training Hours: Member training hours must not exceed 20% of total service hours for the member's term of service: **JusticeCorps Graduate Fellows may complete a maximum of 340 training hours.**

Segal AmeriCorps Education Award: Upon successful completion of full time, 1700 hour service, JusticeCorps Graduate Fellow members are eligible to earn a **\$6,895** Segal AmeriCorps Education Award.

JusticeCorps Graduate Fellow members will receive or may be eligible for the following benefits:

(a) **Living Allowance** in the amount of up to **\$ 33,000.00**. The amount of the living allowance is based on serving the entire term. Members who start later in the program year or end early would not receive the full amount as it is a regular increment.

- (b) **Healthcare Insurance** is provided to **full-time** members not otherwise covered by a healthcare policy at the time the member begins service. The full-time member is eligible for the program-provided healthcare insurance if they lose coverage during their term of service as a result of service or through no deliberate act of their own
- (c) If applicable, a **Childcare Allowance** will be provided by the official AmeriCorps Child Care provider (GAP Solutions Inc.) directly to the provider, if the Full-time Member qualifies for the allowance.
- (d) **Loan Forbearance and Interest Repayment:** Members with qualifying education loans can apply for loan forbearance at the start of service through the My AmeriCorps portal.

JUSTICECORPS FULL-TIME GRADUATE FELLOW MEMBER DESCRIPTION OF DUTIES

While the exact duties of each JusticeCorps full-time fellow member will vary depending upon placement in service sites, including court-based Self-Help Resource Centers, Self-Help Legal Access Centers, and Small Claims Advisor Offices, the following provides a general description of the primary full-time member duties:

- With guidance from qualified service site staff, provide self-represented litigants with information about procedures, options, scheduling and referrals to appropriate services within or outside the courts;
- With guidance from self-help attorneys and Court Paralegals, assist in the review of self-represented litigants' files, documents, and electronic case summaries and indexes to prepare for workshops, clinics, and other assistance as assigned by supervisors;
- With guidance from qualified service site staff, assist self-represented litigants in the completion of legal forms and documents;
- Assist in self-help workshops guided by self-help attorneys, Court Paralegals, and other qualified site staff;
- Assist in creation or revision of informational and educational materials for JusticeCorps service sites with guidance of qualified service site staff;
- Assist in enhancing the volunteer recruitment and training for the JusticeCorps service sites;
- Full-time Fellow members may be assigned by their supervisors to act as team leads to support and mentor less experienced, JusticeCorps Minimum-time members and other volunteers.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related duties as instructed by a supervisor. This position description is not all-inclusive.

Members serving during the 2023 program year may engage in some of the activities above via remote access. Considering social distancing guidelines and other changes to court operations that may be necessary due to the ongoing pandemic, some litigants may be served outside of a courthouse setting. Members assisting litigants through remote service will still operate under the supervision of an attorney or other qualified staff, will be expected to properly collect performance measurement data, and will receive appropriate training to provide service via remote delivery.

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by California Volunteers to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service

opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. JusticeCorps staff and members will have the opportunity to consider proposed member redeployments in terms of existing program and site policies, health and safety issues, and other criteria to determine whether alternate volunteer opportunities are appropriate for JusticeCorps members.

JusticeCorps Graduate Fellow Member Minimum Qualifications:

- Successful completion of a one-year term as a minimum time member in JusticeCorps or successful completion of a national service (AmeriCorps) program other than JusticeCorps, or an equivalent service experience;
- 17 years or older;
- U.S. citizen, U.S. national or lawful permanent resident of the United States;
- Graduation from an accredited four-year college or university;
- Commitment to community service and ability to provide continuous service for the entire program year; (Extended absences are not allowed. Members will not be given permission to miss service due to such things as LSAT prep, participation in another service or employment position, for enrollment in coursework or extended law school/career preparation workshops);
- Ability to learn from and attend all JusticeCorps trainings;
- Experience and/or interest in working on problems in our community;
- Willingness to be an active team member and ability to work in a diverse team;
- Members must pass local background check, FBI, and Department of Justice live scan fingerprinting and NSOPW check;
- Members must be able to provide their own transportation to the service location and trainings; and
- Members must have access to email and check email regularly (a minimum of two times a week).

JusticeCorps Graduate Fellowship Member Essential Skills

- Ability to apply information learned in training sessions
- Possession of strong verbal communication skills
- Good organizational skills and ability to follow through with assigned tasks
- Ability to interact professionally with litigants, peers, court staff, and supervisors
- Ability to work effectively in a multi-cultural and stressful environment
- Ability to work well in a team setting

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JusticeCorps members will be trained to provide legal information to self-represented litigants to assist them with resolving important legal matters such as those described above. Full-time members will provide service in one or all of the following settings: members will be placed in a Resource Center for Self -Represented Litigants, a Self-Help Legal Access Center, in one or more courtrooms or case flow management offices or virtual courtrooms of the Los Angeles Superior Court, or in a combination of two or more of these settings.

Service may include one-on-one and group interaction with litigants, workshop classroom-style presentations for litigants, and/or assistance to court staff and bench officers. JusticeCorps members primarily assist litigants by helping them prepare court paperwork, by educating and providing information, by making referrals, or through assistance in the court's case management project, all under the supervision of a licensed attorney or other qualified court staff. Members will receive training in a variety of areas to support and enhance the member's service to the public as well as training that will support the member's individual development.

AMERICORPS POSITION REQUIREMENTS AND BENEFITS

Service Time Requirements: To complete 300 hours of service in the timeframe allotted with an adequate safety margin, accounting for holidays when the courts are closed and sick days, members must serve a minimum of 7.5 hours once a week for 40 weeks, unless a member is assigned to a site which operates 7 hours per day.

Compliance with AmeriCorps Rules on Prohibited and Unallowable Activities: JusticeCorps Member duties do not include any prohibited or unallowable activities per **45 CFR § 2520.65**.

Compliance with AmeriCorps Rules on Member Training Hours: Member training hours must not exceed 20% of total service hours for the member's term of service: **JusticeCorps Student Members may complete a maximum of 60 training hours.**

Segal AmeriCorps Education Award: Upon successful completion of minimum-time, 300-hour service, JusticeCorps Student members are eligible to earn a **\$1,459.26** Segal AmeriCorps Ed Award

JUSTICECORPS MINIMUM-TIME LEGAL ACCESS INTERN MEMBER DESCRIPTION OF DUTIES

While the exact duties of each JusticeCorps member will vary depending upon placement in service sites, including court-based Self-Help Resource Centers, Self-Help Legal Access Centers, and Small Claims Advisor Offices, the following provides a general description of the primary member duties:

- With guidance from qualified service site staff, provide self-represented litigants with information about procedures, options, scheduling and referrals to appropriate services within or outside the courts;
- With guidance from self-help attorneys and Court Paralegals, assist in the review of self-represented litigants' files, documents, and electronic case summaries and indexes to prepare for workshops, clinics, and other assistance as assigned by supervisors;
- With guidance from qualified service site staff, assist self-represented litigants in the completion of legal forms and documents;
- Assist in self-help workshops guided by self-help attorneys, Court Paralegals, and other qualified site staff;
- Assist in creation or revision of informational and educational materials for JusticeCorps service sites with guidance of qualified service site staff;
- Assist in enhancing the volunteer recruitment and training for the JusticeCorps service sites;

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related duties as instructed by a supervisor. This position description is not all-inclusive.

Members serving during the 2023 program year may engage in some of the activities above via remote access. Considering social distancing guidelines and other changes to court operations that may be necessary due to the ongoing pandemic, some litigants may be served outside of a courthouse setting. Members assisting litigants through remote service will still operate under the supervision of an attorney or other qualified staff, will be expected to properly collect performance measurement data, and will receive appropriate training to provide service via remote delivery.

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by California Volunteers to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. JusticeCorps staff and members will have the opportunity to consider proposed member redeployments in terms of existing program and site policies, health and safety issues, and other criteria to determine whether alternate volunteer opportunities are appropriate for JusticeCorps members.

JusticeCorps Student Member Minimum Qualifications:

- 17 years or older;
- U.S. citizen, U.S. national or lawful permanent resident of the United States;
- Enrollment at a JusticeCorps partner campus;
- Commitment to community service and ability to provide continuous service for the entire program year; (Extended absences are not allowed. Members will not be given permission to miss service due to such things as LSAT prep, participation in another service or employment position, for enrollment in coursework or extended law school/career preparation workshops);
- Ability to learn from and attend all JusticeCorps trainings;
- Experience and/or interest in working on problems in our community;
- Willingness to be an active team member and ability to work in a diverse team;
- Members must pass local background check, FBI, and Department of Justice live scan fingerprinting and

NSOPW check;

- Members must be able to provide their own transportation to the service location and trainings; and
- Members must have access to email and check email regularly (a minimum of two times a week).

JusticeCorps Student Member Essential Skills

- Ability to apply information learned in training sessions
- Possession of strong verbal communication skills
- Good organizational skills and ability to follow through with assigned tasks
- Ability to interact professionally with litigants, peers, court staff, and supervisors
- Ability to work effectively in a multi-cultural and stressful environment
- Ability to work well in a team setting

CV APPROVED