



2011-04-13

Prescreening & Client Intake

General Information: Bet Tzedek needs volunteers to pre-screen clients for financial eligibility and case type eligibility by telephone. Volunteers will arrange timely appointments based on the deadlines of the legal issue, provide information to clients and make appropriate referrals to other legal or social service agencies when necessary.

Minimum Time Commitment: Four hours a week for a minimum of 10 weeks. The 4 hour commitment should be made on 1 day.

Qualifications: Volunteers must be able to communicate clearly with potential clients. Spanish language skills are highly preferred, but not required. Volunteers must have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of poor and elderly persons.

Responsibilities: Volunteers will be responsible for prescreening potential clients for eligibility. Volunteers will also be responsible for administrative assistance to the unit.

Location:

FAIRFAX OFFICE

145 S. Fairfax Ave. Suite 200

Los Angeles, CA 90036

Located across from the Farmer's Market and the Grove on Fairfax Avenue and 3rd Street.

Position Open To:

- ✓ Paralegals and paralegal students
- ✓ Undergraduate students
- ✓ Community members