



To apply for a volunteer position, complete the appropriate Volunteer Application (available on our website) and email it along with your resume to volunteer@bettzedek.org.

Questions? Contact our Pro Bono and Volunteer Coordinator at (323) 549-5895 or volunteer@bettzedek.org.

- **Bet Tzedek is located at 3250 Wilshire Blvd, 13th Floor, Los Angeles, CA 90010-1577.** All volunteer opportunities are based out of our office at 3250 Wilshire, though some do require off-site work (such as our Self-Help Conservatorship Clinic, located in various courthouses; and our Medical-Legal Partnership, at St. Francis Medical Center in Lynnwood. See details below.)
- **Our offices are open from 9am to 5pm on regular business days (M-F)**, and the only opportunity we offer outside of this time is our Employment Rights Clinic on Wednesday evenings (see details below).
- **All volunteer opportunities are filled on a rolling basis. We screen all application and do not guarantee that you will be able to work for us.** Offers for volunteer placements are made based on the needs of the organization.
- This listing is meant to be illustrative, but is not 100% comprehensive. It may not reflect *all* opportunities available at Bet Tzedek. It is also not a reflection of what positions are currently available, but rather delineates the types of positions available throughout the year.

TYPICAL VOLUNTEER OPPORTUNITIES

Clerical Assistance

General Information: We need clerical support volunteers to assist with copying, scanning, data entry, filing and other administrative tasks in our Development, Human Resources and Pro Bono/Volunteer Departments. You will have an opportunity to work in a professional legal environment and gain skills important for any work setting.

Minimum Time Commitment: 4-6 hours a week for a minimum of six months.

Qualifications: Volunteers must have strong interpersonal skills. Basic computer skills such as working knowledge of Word, Excel, etc. are welcome.

Position Open To:

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

Debtors' Rights and Bankruptcy

General Information: At our monthly Debtors' Rights Clinic, we present clients with an overview of their rights and responsibilities when dealing with delinquent consumer debt. The presentation includes information on judgment enforcement, fair debt collection practices, credit reporting, bankruptcy, and alternatives to bankruptcy. Following the presentation, we conduct one-on-one interviews with clients needing additional legal assistance. The Clinic's aim is to ensure that clients facing a financial crisis can make an informed decision about how to handle their debt issues.

Minimum Time Commitment: Six to eight hours a week for a minimum of 10 weeks.

Qualifications: Volunteers must be attorneys, paralegals, paralegal students, or law school students/graduates. Volunteers must be able to communicate clearly with elderly clients. Spanish language skills highly preferred, but not required.

Responsibilities: Preparing Chapter 7 bankruptcy petitions, writing letters to creditors and collectors, preparing claim of exemptions and other legal documents, resolving identity theft issues, and handling short-term research assignments. Each volunteer will be trained on how to conduct the client interviews and will receive ongoing training and support from the Bet Tzedek staff to carry out the follow-up assignments.

Position Open To:

- ✓ Attorneys
- ✓ Paralegals and paralegal students
- ✓ Law students

Employment Rights (General)

General Information: Bet Tzedek's Employment Rights Project represents low-wage workers who are asserting claims for unpaid wages and unsafe working conditions. This is a great chance to sharpen your legal skills and learn about case development and strategy. Volunteers who can make a significant time commitment may have an opportunity to represent clients at an administrative hearing. Volunteers may also interview potential clients during our evening clinic on Wednesdays from 5:30 to 7:30pm.

Minimum Time Commitment: Eight to 10 hours per week for at least 10 weeks. Longer and/or more significant commitments welcomed.

Qualifications: **Volunteers should be proficient in spoken Spanish** and have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of low-income persons and immigrants. Volunteers must be attorneys, paralegals, paralegal students, or law school students/graduates (or planning to go to law school).

Position Open To:

- ✓ Attorneys (proficient in Spanish)
- ✓ Paralegals and paralegal students (proficient in Spanish)
- ✓ Law students (proficient in Spanish)

Employment Rights (Clinic) – Wednesday evenings

General Information: Bet Tzedek's Employment Rights Project represents low-wage workers who are asserting claims for unpaid wages and unsafe working conditions. We need volunteers to interview potential clients during our evening clinic on Wednesdays from 5:30 to 7:30pm at our office. The clinic is a great chance to sharpen your legal skills and learn about case development and strategy. Volunteers who can make an additional time commitment to volunteer in our offices may have an opportunity to represent clients at an administrative hearing.

Minimum Time Commitment: Two hours once a week or once a month for the Wednesday evening clinic positions.

Qualifications: **Volunteers should be proficient in spoken Spanish** and have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of low-income persons and immigrants. Volunteers must be attorneys, paralegals, paralegal students, or law school students/graduates (or planning to go to law school).

Position Open To:

- ✓ Attorneys (proficient in Spanish)
- ✓ Paralegals and paralegal students (proficient in Spanish)
- ✓ Law students (proficient in Spanish)

Family Caregiver Unit

General Information: Bet Tzedek's Caregiver Unit takes a holistic approach to serving the legal needs of caregivers, seniors, and dependant adults. The Caregiver Unit provides direct legal services in four core areas: (1) public benefits; (2) planning for incapacity; (3) elder abuse intervention and prevention; and (4) probate conservatorships and alternatives.

Minimum Time Commitment: At seven hours for ten weeks. A volunteer with fewer hours will not receive complex assignments and may be asked to handle only phone intake.

Qualifications: College or law school students. Spanish speaking preferred, but not required.

Responsibilities: Conduct client interviews and phone intake; conduct legal research and writing; prepare probate conservatorship petitions, elder abuse restraining orders, and other probate pleadings; manage their own case load and present cases at weekly case review meetings.

Position Open To:

- ✓ Law students
- ✓ Undergraduate students

Family Caregiver Unit – Client Liaison

General Information: The Family Caregiver Unit needs volunteers to interview potential clients over the phone to help determine if they are eligible for our legal services. Volunteers will also be responsible for returning client phone calls regarding the status of their inquiries. This is a great chance to sharpen your communication skills and to give back to the community while learning a new skill. The Family Caregiver Unit takes a holistic approach to serving the legal needs of caregivers, seniors, and dependent adults.

Minimum Time Commitment: At least 8 hours per week for ten weeks. The eight-hour commitment can be fulfilled in one day or as many as three days per week.

Qualifications: **Spanish proficiency strongly preferred**, but not required. Volunteers must be able to communicate clearly with elderly clients, possess strong interpersonal skills, and be able to take direction while also working with minimal supervision.

Responsibilities: Volunteers will be responsible for prescreening clients for eligibility and making phone calls to clients. Volunteers may also be responsible for some clerical work, including document scanning, copying, and filing. This position entails significant client contact.

Position Open To:

- ✓ College graduates
- ✓ Undergraduate students

Holocaust Services Intake

General Information: Bet Tzedek needs volunteers to interview potential clients over the phone to help determine if they are eligible for Holocaust reparations. Volunteers will also be responsible for returning client phone calls regarding the status of their claims. This is a great chance to sharpen your legal and communication skills, and learn about the programs currently assisting Holocaust survivors.

Minimum Time Commitment: Eight hours a week for a minimum of 10 weeks. The eight-hour commitment can be fulfilled in one day or as many as three days.

Qualifications: Volunteers must be able to communicate clearly with elderly clients. Russian language skills are helpful, but not required. Volunteers must have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of survivors.

Responsibilities: Volunteers will be responsible for prescreening clients for eligibility and making phone calls to clients. Volunteers may also be responsible for administrative assistance to the unit, including document scanning, copying, filing and assisting with mailings.

Position Open To:

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

Holocaust Services Advocate

General Information: Bet Tzedek needs volunteers to assist Holocaust Staff Attorneys with case work related to eligibility and processing of Holocaust reparations claims. Volunteers will work directly with Bet Tzedek attorneys and clients and will be responsible for managing their own caseloads. This is a great chance to sharpen your legal and communication skills, and learn about the programs currently assisting Holocaust survivors.

Minimum Time Commitment: Eight hours a week for a minimum of 10 weeks. The 8 hour commitment can be fulfilled in 1 day or as many as 3 days.

Qualifications: Volunteers must be attorneys, paralegals, paralegal students, or law school students/graduates (or planning to go to law school). Volunteers must be able to communicate clearly with elderly clients. **Russian language skills are desirable**, but not required. Volunteers must have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of survivors.

Responsibilities: Interviewing clients; legal research and writing; assisting clients with reparations applications and related paperwork.

Position Open To:

- ✓ Attorneys
- ✓ Law Students
- ✓ Paralegals and paralegal students

Holocaust Services Administrative Support

General Information and Responsibilities: Bet Tzedek needs volunteers to provide Holocaust Unit Staff Attorneys with administrative support related to Holocaust reparations claims. Volunteers will work directly with Bet Tzedek attorneys. Volunteer responsibilities include, but are not limited to, returning client phone calls regarding the status of their claims, organizing and updating client files, scanning and/or copying documents, and assisting with mailings. This is a great chance to sharpen your legal and communication skills, and learn about the programs currently assisting Holocaust survivors.

Minimum Time Commitment: Eight hours a week for a minimum of 10 weeks. The 8 hour commitment can be fulfilled in 1 day or as many as 3 days.

Qualifications: Volunteers must be high school or college graduates. Previous administrative support a plus, but not necessary. Must be comfortable working with computers and possess basic knowledge of Word and Excel. **Russian language skills are desirable**, but not required. Volunteers must have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of survivors.

Position Open To:

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

Impact and Housing Rights Litigation

General Information: The Impact Litigation Unit pursues affirmative litigation and appellate advocacy that targets systemic injustice inflicted on society's most vulnerable members. Through these efforts, we achieve broad long-range benefits, beyond the specific case involved, for large numbers of people. Incorporated into the Impact Litigation practice is Bet Tzedek's innovative Sydney M. Irmis Housing Conditions Project, which is currently pursuing several high-profile cases in housing conditions.

Minimum Time Commitment: A minimum of 8 hours a week for a minimum of 10 weeks (the 8 hours can be fulfilled in 1 day or as many as 3 days) or 30 hours per week for a minimum of 3 weeks.

Qualifications: Volunteers must be law students or attorneys. Volunteers must be able to communicate clearly with clients. **Spanish language skills are highly preferred**, but not required.

Responsibilities: Legal research and writing; effective communication with clients, investigating matters by writing or calling government agencies.

Position Open To:

- ✓ Attorneys
- ✓ Law students

Kinship Care

General Information: The Kinship Care Project offers a variety of services to grandparents and others who are raising their young family members. When parents are unavailable or unable to care for their children, grandparents often step in to provide a loving home and protect their loved ones from the emotional turmoil of foster care placements. The help we offer keeps children out of the foster care system and ensures access for clients to all available government benefits, health care, and decent and safe housing.

Minimum Time Commitment: Eight hours a week for a minimum of 10 weeks. The 8 hour commitment can be fulfilled in 1 day or as many as 3 days.

Qualifications: Volunteers must be attorneys, JDs, paralegals, paralegal students, or law students (or planning to go to law school). Volunteers must be able to communicate clearly with elderly clients. Spanish language skills are highly preferred, but not required.

Position Open To:

- ✓ Attorneys
- ✓ Paralegals and paralegal students
- ✓ Law students

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.

Position Open To:

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

Right to Health Project

General Information: The Right to Health Project is a medical-legal partnership between Bet Tzedek Legal Services and St. Francis Medical Center. The mission of the partnership is to improve the health outcomes of St. Francis patients through legal advocacy. All client referrals come through St. Francis Medical Center staff.

Minimum Time Commitment: We ask for a minimum of 8 hours per week (no less than 4 hours per day) for 10 weeks. Scheduling is flexible, though Monday, Wednesday, and Friday are preferred.

Qualifications: Volunteers must be law students, law school graduates, or attorneys who are **proficient in spoken and written Spanish**, with strong interpersonal and legal research skills. Interest in all of Bet Tzedek's legal service areas (housing, benefits, employment law, guardianships, conservatorships, consumer issues, elder issues, etc.) is needed, since all are present in the project.

Responsibilities: Volunteers will work on cases at the office. Tasks may include but are not limited to communicating with existing clients, drafting motions, legal researching and writing, and some clerical duties such as organizing files, writing letters to clients, copying, scanning, etc. Court appearances, under the supervision of an attorney, may be possible. On Tuesdays and Thursdays, there is also the opportunity to work at St. Francis Medical Center in Lynwood, CA conducting intake interviews with potential new clients.

Locations:

Volunteers in this project work at our main office and/or at
ST. FRANCIS MEDICAL CENTER
3630 East Imperial Highway
Lynwood, CA 90262

Position Open To:

- ✓ Attorneys (proficient in Spanish)
- ✓ Law students (proficient in Spanish)

Self-Help Conservatorship Clinic

General Information: The Self-Help Conservatorship Clinic provides assistance to those who need help in a conservatorship action or with alternatives to conservatorships and elder abuse restraining orders. Our Self-Help staff and volunteers assist *pro per* litigants who need conservatorships for family members and friends (predominantly developmentally disabled adult children or seniors with mental capacity issues). Volunteers assist in interviewing litigants, preparing cases for filing and giving out information about the process of obtaining a conservatorship or elder abuse restraining order. Volunteers get significant client contact and get to learn how the court works from the inside.

Minimum Time Commitment:

- Volunteers who want to help prepare cases and pleadings for filing must commit to eight hours per week at the Wilshire office.
- Volunteers who want to work in the Courthouse Clinics must commit to one morning per week at one of the clinics and an additional eight hours per week at the Wilshire office.
- Volunteers who are prepared to make a long-term (4-12 months) commitment to Bet Tzedek can volunteer one morning per week at one of the Courthouse Clinics without working additional office hours.

Courthouse Clinics are held Monday, Tuesday and Thursday from 9:00 a.m. to 12:30 p.m. at the downtown Los Angeles Superior Courthouse, Wednesdays from 9:00 a.m. to noon at the Norwalk Superior Courthouse, and Fridays from 9:00 a.m. to noon at the Pasadena Superior Courthouse.

Qualifications: No previous legal training is required to work for the project. Volunteers should be bright, quick on their feet and able to operate in a fast-paced environment. Volunteers with conversational Spanish skills are always needed at the Courthouse Clinics. While all volunteers should possess strong interpersonal skills, this is critically important for Courthouse Clinic volunteers. We welcome volunteers from all backgrounds.

Responsibilities: Volunteers assist in interviewing litigants, preparing cases for filing and giving out information about the process of obtaining a conservatorship or elder abuse restraining order. Courthouse Clinic volunteers get significant client contact and get to learn how the court works from the inside. Office volunteers develop expertise in the preparation of all the forms necessary to complete a conservatorship. The preparation of petitions is particularly suited to law students, paralegals and paralegal students, undergraduates contemplating law school, and attorneys who wish to learn the details of conservatorship practice.

Location:

Courthouses listed above and our main office

Position Open To:

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

Self-Help Conservatorship Clinic: Coordinating Volunteer for Elderlaw

General Information: Bet Tzedek's Conservatorship Clinic provides information to and assists self-represented litigants with filing for conservatorships and elder abuse restraining orders services at four Los Angeles court houses (downtown, Norwalk, Van Nuys and Pasadena). The client population consists primarily of caregivers of elderly family members who have Alzheimer's disease or another form of dementia, or caregivers of severely developmentally disabled children. To meet the high demand for services, clinic staff rely extensively on volunteers to assist with interviewing litigants and/or preparing the necessary forms at our office. We seek a volunteer who can help train and coordinate other volunteers, and handle particular aspects of the project in the office.

Minimum Time Commitment: Two days per week, four hours per day (following an initial training period which may require additional hours or days until the volunteer is comfortable with the operations) for a minimum time period of six months.

Qualifications: The successful volunteer will work well with others, be detail-oriented, comfortable using a computer and able to learn a Windows-based computer program. In addition, volunteers should be empathetic and responsive to needs of litigants, who are often overwhelmed by their care-giving responsibilities. Last, volunteers should be able take direction while also providing feedback and suggestions on how to improve clinic operations and services. Training on conservatorships and Lexis Automated Legal Forms will be provided.

Responsibilities: Train volunteers on clinic operations and our forms software; review intake questionnaires for completeness; telephone litigants to request the missing/necessary information; provide answers to litigants about their cases; provide general information to callers who may be seeking services from the clinic; update volunteer training manuals as necessary.

Position Open To:

- ✓ Attorneys
- ✓ Paralegals and paralegal students
- ✓ Law students
- ✓ Undergraduate students and community members

Senior Center Outreach Unit

General Information: For more than two decades, Bet Tzedek has comprehensively served the legal needs of low-income seniors in Los Angeles. Due to our expertise, Bet Tzedek is the exclusive provider of free legal services to low-income seniors through contracts with the City and County of Los Angeles. Our senior center outreach team currently meets with clients at more than 30 multi-purpose senior centers throughout L.A. County, providing free legal services and representation on a broad range of issues including housing, consumer fraud, public benefits, caregiver and nursing home issues, wills, bankruptcy, Medi-Care/Medi-Cal, In-Home Supportive Services, home equity fraud, and powers of attorney for health care.

Minimum Time Commitment: At least seven hours for a minimum of 10 weeks. Volunteers are encouraged to work up to 3 days a week. Volunteers will primarily work from our office but may be asked to assist with intake at senior centers located throughout L.A. County.

Qualifications: Volunteers must be attorneys, paralegals, paralegal students, or law school students/graduates (or planning to go to law school). Volunteers must be able to communicate clearly with elderly clients. Spanish language skills are highly preferred, but not required. Public speaking experience is also strongly preferred.

Responsibilities: Through an outreach intake process at multi-purpose senior centers, the volunteer will interview new clients, conduct legal research, and factual investigation on behalf of elderly, indigent and disabled clients.

Position Open To:

- ✓ Attorneys
- ✓ Paralegals and paralegal students
- ✓ Law students

Wills and Power of Attorney for Health Care

General Information: Bet Tzedek needs attorney volunteers to draft and execute Wills and Powers of Attorney for Health Care for low-income clients. While we appreciate volunteer with prior experience in Wills, experience is not necessary and we will provide training.

Minimum Time Commitment: 4 hours a week for a minimum of 10 weeks. The 4 hour commitment should be made on 1 day, and should be the same day each week.

Qualifications: Volunteers must be attorneys in good and active standing with the California Bar who can 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 meeting with clients, and drafting and executing wills.

Position Open To:

- ✓ Attorneys