

INTAKE SERVICES ATTORNEY

CLASSIFICATION: Union - Attorney I	SALARY: DOE
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: UNTIL FILLED

The Intake Services Attorney is responsible for oversight and supervision of all aspects of Bet Tzedek's Call Center, including pre-screening of potential clients, securing eligibility and preliminary case information, providing referrals or brief counsel and advice, recruiting and retaining volunteers, partnering with program staff to help the Call Center function effectively in relation to their work, and working with management to ensure grant compliance.

ESSENTIAL DUTIES

- Oversee all aspects of client pre-screening (incoming calls, walk-ins, conflicts, etc.) requesting legal assistance
- Ensure timely and appropriate responses to all incoming requests for legal assistance
- Ensure compliance with grant requirements and eligibility standards
- Recruit Call Center volunteers, including law students, active attorneys, retired attorneys and retired judges
- Train and supervise all Call Center volunteers
- Cultivate relationships with law schools and colleges to facilitate opportunities for student experiential learning
- Supervise the delivery of advice and counsel brief services or referrals
- Develop/maintain written policies and procedures for the Call Center
- Utilize technology, including case management database software
- Work with Directing Attorney to evaluate new program pre-screening opportunities, conflicts policies and work with staff to make sure pre-screening functions effectively in relation to their work

QUALIFICATIONS

- JD (required) and member of a State Bar in good standing (preferred)
- Experience supervising volunteers, including law students and attorneys (preferred)
- 2-4 years legal generalist experience AND experience representing clients (preferred)
- Experience representing clients in subject areas handled by Bet Tzedek (preferred)
- Demonstrated patience, compassion, respect and commitment to serving low income persons (required)
- Bilingual and bi-literate in Spanish (preferred)
- Attention to detail and facility with technology (required)

HOW TO APPLY: Email letter of interest, resume, and salary requirement to resume@bettzedek.org, subject line "INTAKE ATTORNEY."

Note: To best serve our community Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.