

## Justice for Montanans AmeriCorps Member Office of Victim Services



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**Justice for Montanans members help empower low to moderate income Montanans to advocate for their legal right and increase access to justice.**

**Term of Service:** Current term dates are listed on our [website](#). Members typically start service the day after Labor Day through the 2<sup>nd</sup> week of August.

**Location:** Helena, MT

**Service Schedule:** Member will serve a minimum of 1,700 hours over a 48-week term and receive a living stipend every two weeks. Member may take approximately 2 weeks of combined vacation and sick time as well as 15 holidays or breaks during the term which will not count towards the 1,700 hour requirement. Member will typically serve 5 days, 40 hours per week.

### **Position Summary:**

Make a difference for Montana's victims of crime by serving as an AmeriCorps member of Justice for Montanans with the Office of Victim Services (OVS). OVS offers a variety of programs and resources for victims of crime, responders, and organizations in the criminal justice system. OVS seeks to ensure all individuals have access to our programs and resources. Member will have the opportunity to assist with the Address Confidentiality Program, Hope Card Program, and the newly implemented Emergency Lodging Fund, which provides short-term emergency shelter for individuals or families that are victims of domestic violence or human trafficking. To advance intimate partner violence prevention resources, Member will conduct a review of OVS managed documents available to the public related to seeking an order of protection, form motions, and other relevant materials. Member will lead a comprehensive statewide outreach initiative for OVS to include development of publications for first responders and criminal justice agencies to increase access to justice and services for Montanans. The Member will provide leadership and assistance to seek Crime Victim Compensation Restitution from older Crime Victim Compensation claims by communication and collaboration with courts, county attorneys, probation, and criminal justice agencies. Member will contribute to the implementation of technological innovations within the programs administered by OVS to increase access to services for Montanans.

### **Specific Position Responsibilities:**

- Assist with the Emergency Lodging Fund Program to include recruitment of Montana lodging facilities, connections with advocacy organizations and lodging facilities, educate partners and stakeholders about the program.
- Assess and submit lodging facility Emergency Lodge Fund Programs invoices.
- Conduct Emergency Lodging Fund Program quarterly reporting.
- Assist with the Address Confidential Program including management of active participants, new applicantes, mail-forwarding, and answering questions related to confidentiality.
- Provide Hope Card Program assistance.



- Work with subject matter experts to initiate a thorough review and update of documents for public access regarding seeking order of protections, motions, and requests for hearings related to intimate partner violence. Documents are utilized by local communities, agencies, and the public.
- Conduct a strategic outreach project to inform stakeholders and the public about OVS services and resources including increasing subscription to OVS emails notifications.
- Seek court-ordered restitution from past Crime Victim Compensation awarded and paid claims. This may include contacting criminal justice agencies and courts.
- Work with the Director of the OVS to improve customer service by the implementation of technological solutions and increasing language access into programs and services.
- Refer people to appropriate service agencies and partner organizations
- Perform other AmeriCorps-related duties such as reporting, timekeeping, and service projects.

**Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Presentation and public speaking skills
- Demonstrate good interpersonal skills, public relations and ability to network with professionals
- Demonstrated ability to work independently and as part of a team
- Ability to appropriately handle confidential information and willingness to sign a confidentiality policy
- Basic computer proficiency including Word, Excel, and Power Point
- Passion for increasing access to justice and assisting vulnerable individuals and victims of crime
- A driver's license and personal means of transportation within the state of Montana are highly recommended
- Must pass a national service criminal history check due to contact with vulnerable populations
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals.

**Benefits:**

- Living allowance\*
- Segal Education Award\*
- Eligible deferment on qualified student loans
- Health benefits
- Child care assistant to qualified members
- Relocation allowance of up to \$550 if the service site is 50 miles or more from current residence



- Hands on experience in the legal field
- Opportunity to live, serve, and be a part of the AmeriCorps team in the state of Montana

\*Current benefit amounts are available on our [website](#) and updated to reflect current funding and benefits approved by AmeriCorps.

**Questions? Contact the JFM AmeriCorps Director: [jfm@mtlsa.org](mailto:jfm@mtlsa.org) or 406-442-9830 x1143**

**To apply please visit [www.justiceformontanans.org](http://www.justiceformontanans.org)**

