

Legal Aid Services of Oklahoma, Inc.
EJW Veteran Legal Corps Fellows Position Description
September, 2015

AGENCY DESCRIPTION: Legal Aid Services of Oklahoma, Inc. (LASO) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 20 offices. LASO is funded by The Legal Services Corporation, the State of Oklahoma, a variety of federal and foundation grants, private donations, CNCS AmeriCorps, and Equal Justice Works.

POSITION SUMMARY: Veteran Legal Corps Fellow

Equal Justice Works and AmeriCorps have partnered together to provide the Veteran Legal Corps Fellowship opportunity to aid the legal needs of Veterans across the nation. The Veteran Legal Corps (VLC) Fellow will provide civil legal assistance to Veterans in Oklahoma.

Two Fellowship positions are available in LASO's Oklahoma City Law Office. Fellows may be based 3-4 days per week at either the Oklahoma Department of Veteran Affairs (ODVA) Veteran's Service Center in Norman, OK, or the Veteran Affairs Medical Center (VAMC) in Oklahoma City to provide on-site legal services to military Veterans at those respective facilities. Based on Equal Justice Works AmeriCorps guidelines, the term of service will begin no later than September 30, 2015 for one year (with a possible renewal). Positions requires completion of NSOPR, state(s), and FBI Fingerprint criminal background checks as well as compliance with all CNCS Federal Regulations throughout the fellowship program. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.

Responsibilities and Duties

The AmeriCorps VLC Fellow will:

- 1) Provide direct representation to income eligible Veterans to improve the lives of low-income and homeless veterans by providing legal services that ultimately lead to higher incomes, better health, safer and secure housing, and family stability. Fellows will also assist client-eligible Veterans with their other legal needs, as identified by a holistic legal needs assessment administered by the Fellow or other LASO staff. Those Veteran clients would be those referred from LASO's community partners throughout the state, as well as those clients who access LASO services directly through the LASO Application Line. Fellows will conduct community education and outreach events throughout the state of Oklahoma to inform Veterans about the availability of Veterans' benefits the Veterans may be unaware of, and assist client-eligible low-income and homeless Veterans in applying for those benefits. (55%)

- 2) Work with community partner agencies to create protocols and facilitate referrals. (15%)
- 3) Develop materials to publicize the project to a variety of audiences. (10%)
- 4) Deliver “Ask a Lawyer” presentations at various locations on legal topics of broad appeal and create educational materials to be shared with host staff statewide. (15%)
- 5) Other administrative tasks related to AmeriCorps and Equal Justice Works program compliance. (5%)

Qualifications

The Fellow will be required to have excellent oral and written communication skills, as well as interpersonal, organizational and negotiation skills and the ability to work as a team member. Diverse economic, social and cultural experiences and a second language are preferred. The Fellow must be admitted to practice law in the state of Oklahoma and must have graduated from an Equal Justice Works member law school.

COMPENSATION is \$38,300 which includes:

- AmeriCorps living allowance of \$24,200
- Supplemental benefits paid by LASO of up to \$14,100 for housing, student loans, relocation, professional dues, life & disability insurance, and retirement plan expenses.

Other benefits:

- \$5,730 AmeriCorps Legal Education Award upon successful completion of service
- AmeriCorps provided childcare assistance
- LASO professional development and training assistance
- Student loan forbearance and interest accrual payment for eligible loans upon successful completion of service
- Participation in Equal Justice Works training opportunities and conferences, as applicable
- LASO fringe benefits, including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, and flex benefit plan

TO APPLY: Please send a resume, cover letter, and a list of three (3) references with mailing and/or email addresses and telephone numbers, law school transcript and legal writing sample to Bud Cowser, Director of Human Resources, at Bud.Cowser@laok.org.