

Legal Aid Services of Oklahoma, Inc.
EJW Disaster Legal Corps Fellows Position Description

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 21 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: Disaster Legal Corps Fellow

Equal Justice Works and AmeriCorps have partnered together to provide the Disaster Legal Corps Fellowship opportunity to aid the legal needs of disaster victims across the nation. The Disaster Legal Corps (DLC) Fellow will provide civil legal assistance to victims of disasters in Oklahoma, including the recent May 2013 tornadoes.

Two Fellowship positions are available in LASO's newly-created "Disaster Relief Unit" in LASO's Norman, OK law office. Based on Equal Justice Works AmeriCorps guidelines, the term of service will begin in early August of 2013 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.

Responsibilities and Duties

The AmeriCorps DLC Fellow will:

- 1) Provide direct representation to income eligible disaster victims on issues including, but not limited to, landlord tenant matters, home foreclosures, FEMA issues including recoupment and appeals, problems with homeowner's insurance, problems with health and disability benefits, child support and other family law matters, consumer and medical debt, legal matters related to financial planning, drivers' license reinstatement, and expungement issues. (55%)
- 2) Work with community partner agencies, including case management staff at the unified Disaster Case Management Center 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 \$14,100 for housing, student loans, relocation, professional dues, life & disability insurance, and retirement plan expenses.

Other benefits:

- \$5,550 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 Cowsert, Director of Human Resources, at Bud.Cowsert@laok.org.