

Colorado Legal Services
Northwest Colorado Legal Services Project

JOB DESCRIPTION

POSITION: Paralegal/Private Attorney Involvement Coordinator

The Craig PAI Coordinator is a full-time (37.5 hours per week) position in the Craig office of the Northwest Colorado Legal Services Project, a branch of Colorado Legal Services. The Project serves eleven counties; it is a private attorney involvement project employing paralegals in regional offices and relying on local volunteer attorneys and CLS staff attorneys to supervise paralegal work. The Craig PAI Coordinator is responsible for PAI activities in five counties (Grand, Jackson, Moffat, Rio Blanco and Routt).

DUTIES AND RESPONSIBILITIES

1. Interview applicants for service, evaluate cases within established Project guidelines, and work with volunteer and staff attorneys to determine the disposition of cases. Disposition can include assigning cases to volunteer attorneys, providing advice from attorneys, or referring applicants to other sources of help.
2. Personally recruit attorney volunteers to accept Project cases and develop programs to retain and reward attorney volunteers. Act as liaison with the Northwestern Colorado Bar Association.
3. Act as the Project's community liaison, maintaining contact with other local human service agencies and groups concerned with the low-income client population. Encourage the Project's and community's awareness of shifting client needs.
4. Perform local fundraising responsibilities, including grant writing and reporting as well as presentations to funders.
5. Maintain client case file records and documentation, as well as timely entries to the program's internal data management system for clients and timekeeping. Maintain data collection for internal and external reports. Prepare timely reports. Close cases on a timely basis and ensure entry of accurate and complete information.
6. Respond to calls on the Northwest Project's toll-free telephone line.
7. Perform basic office administrative functions in a one-person office.
8. Recruit and supervise non-attorney volunteers.
9. Serve as legal services coordinator for the elderly in all five counties under the terms of contracts with Regions XI and XII Area Agencies on Aging.
10. Travel for outreach, Bar Association activities, CLS meetings and trainings, and Project staff meetings as necessary.
11. Additional duties as assigned.

QUALIFICATIONS

This is a multi-task position requiring a responsible, highly organized person who can work independently as part of the Northwest Project team.

Employees must have at least a high school diploma or GED equivalent and possess good communication skills. Bilingual in English/Spanish highly preferred. The successful coordinator will demonstrate an ability to work with a wide variety of people, and respect for and empathy with the Project's clients, who are low-income persons with civil legal problems. Knowledge of the communities served is preferred. A basic knowledge and understanding of the legal problems of the poor and experience serving the Project's low-income client population are preferred. Experience in the legal system and at least two years of college are preferred. Competence with Word, Excel required. Good time management skills and an understanding of ethical rules and casehandling standards are necessary. Coordinators must be able to handle a variety of tasks and establish priorities to successfully meet casehandling and reporting deadlines.

Send cover letter and resume to pcraig@colegalserv.org