

Veterans Legal Corps - AMERICORPS JD PROGRAM

AGENCY DESCRIPTION: The Wake Forest Veterans Legal Clinic provides legal assistance on a pro bono basis to North Carolina veterans who were separated from the military under less than honorable conditions and are seeking an upgrade to their discharge status.

POSITION SUMMARY:

The Veterans Legal Corps will engage 260 law students to serve as AmeriCorps members around the country who are working to expand the delivery of legal services to veterans, their families, and other individuals who need it most.

AmeriCorps JD: Veterans Legal Corps

Veterans Legal Corps JD members will improve the lives of low-income and homeless veterans by providing legal assistance that ultimately leads to higher incomes, better health, safer and more secure housing, and family stability. Members will serve in other areas of civil legal aid, which may involve veterans but will be more broadly focused. JD members will assist attorneys with legal research, drafting briefs, and intake screenings.

Attitude and General Responsibilities

- Support program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits, including getting sufficient rest, to effectively perform the position requirements.
- Respect confidentiality of clients, staff, and other AmeriCorps members.

Program leadership

- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Assist AmeriCorps members and staff in programming and activities
- Train and assist volunteers when appropriate.

Program-specific duties

- Review applications and conduct initial intake interviews for legal services submitted to the Clinic.
- Prepare discharge upgrade petitions for submission to the discharge review boards and boards for correction of military records.
- Manage the Clinic's practice management system.
- Conduct outreach initiatives to expand the Clinic's ability to assist veterans in the region.
- Perform administrative tasks as required.

Citizenship training and responsibilities

- Participate in AmeriCorps training and national service events as required and requested by the Equal Justice Works Veterans Legal Corps.

Program training

- Participate in orientation training.
- Participate in substantive veterans legal issue training as provided by Equal Justice Works

Skill requirements: Essential functions include the ability to:

- Manage client case files through the Clio Practice Management Platform
- Communicate with members of the public, clients, and staff through email, phone, and mail
- Work independently
- Comply with the policies of Wake Forest University and the North Carolina Rules of Professional Conduct

Program Benefits: The Veterans Legal Corps AmeriCorps JD program is an AmeriCorps-funded program that provides law students with the opportunity to earn an AmeriCorps education award of \$1,222 that can be used to pay educational expenses or student loans. Students may seek up to \$4,422 in additional compensation for their service, for a total of up to \$5,644 in compensation. The \$4,422 in additional compensation may be funded by a Federal Work Study Award, the student's law school, local bar foundation, and/or other public interest fellowship award. In addition, students are welcome to hold outside employment to supplement their income.

Students must complete 300 hours of service and complete these hours by September 1, 2018 unless prior approval is given by Equal Justice Works. Requirements to serve include completion of National Sex Offender Public Registry check, state criminal background check(s), FBI Fingerprint criminal background check, and submission of proof of U.S. citizenship or legal permanent residency.

LOCATION: Wake Forest University School of Law, Winston-Salem, NC

TO APPLY: Contact Chris Salemm (salecj14@wfu.edu), Clinic Fellow. More information is available at <http://www.equaljusticeworks.org/amicorpsjd>.

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