



Equal Justice Works Disaster Recovery Legal Corps Fellowship

Houston Volunteer Lawyers, the pro bono service arm of the Houston Bar Association, has been selected to host a legal fellow as part of the Equal Justice Works Disaster Recovery Legal Corps for 1 year.

The Equal Justice Works Disaster Recovery Legal Corps is a cohort of approximately twenty Legal Fellows placed at nonprofit legal services organizations in Texas and Florida to provide direct services, educate community members, and leverage volunteer resources in order to ensure that low-income individuals directly affected by Hurricane Harvey and Hurricane Irma have access to a range of legal services needed to stabilize and rebuild their lives.

The legal fellow will be supervised by Houston Volunteer Lawyers and based in Houston.

The mission of HVL is to provide free legal services to low income people in Harris County and to promote volunteerism among lawyers. HVL assists with family law, guardianship, estate planning, probate, tax disputes with the IRS, landlord/tenant disputes, homeownership, consumer issues, and bankruptcy. We do not assist with criminal, traffic, immigration, or fee-generating cases.

Primary Responsibilities:

The Equal Justice Disaster Recovery Legal Corps Fellow will:

- Provide legal services to community members of Harris County and City of Houston who have been directly impacted by Hurricane Harvey.
- Collaborate with other Equal Justice Works Disaster Recovery Legal Fellows throughout Texas and Florida, with such collaboration to be coordinated by a Lead Fellow.
- Collect and provide data on a quarterly basis relating to clients served, services provided, outcomes, and other information as requested by Equal Justice Works.
- Actively participate in mandatory substantive and skills-based training programs including: annual three-day Equal Justice Works Leadership Development Training in Washington, DC in October 2019 (note that travel and lodging costs for this event will be covered by Equal Justice Works).
- Meet with and interview clients facing various issues.
- Conduct Outreach to low income communities of Greater Houston.
- Prepare and Conduct CLEs to volunteer attorneys on various subjects for HVL cases.
- Review client applications for eligibility in accordance with HVL policies and priorities.
- Staff regular legal advice clinics, which includes conducting legal intake interviews with applicants and mentoring volunteer attorneys who are also conducting legal intake interviews. Most clinics are during the week, however each month there are up to two legal advice clinics on Saturdays, and staffing by the Fellow is dependent on scheduling.

- Prepare cases for referral to volunteer attorneys, which includes, but not limited to, interviewing the client, drafting a summary of the facts, and drafting a summary of the work required.
- Provide direct legal assistance to clients when necessary. This may include serving as a back-up when volunteer attorneys are not available.
- Provide substantive mentoring to volunteer attorneys who are providing direct legal assistance to clients, including troubleshooting matters.
- Provide legal information to pro se family law litigants Pro Se Assistance locations.
- Maintain timely documentation of all legal assistance activities in central case management database.
- Perform other tasks as assigned by the Legal Director, or Executive Director.

Qualifications:

The ideal candidate will possess:

- A demonstrated commitment to public interest work and desire to assist indigent clients
- Strong writing, communication, interpersonal, and organizational skills
- An ability and desire to work collaboratively in a variety of contexts and with multiple organizations
- Prior experience in managing independent projects or assignments
- Ability to begin the fellowship by July 30, 2019
- Those with legal experience in issues pertaining to disaster recovery services strongly encouraged to apply
- Legal experience in issues pertaining to family law or other relevant area of law
- Law school clinic, externship, summer or other relevant practice experience a plus.
- Proficiency in Spanish preferred
- Licensed to practice law in Texas

Salary and Other Support:

The Fellow will receive an annual salary as well as these other benefits:

- Employer-paid health, dental, and vision insurance, disability and life insurance.
- 401(k)
- Employer-paid monthly parking and reimbursed travel expenses.
- Bar Dues

Equal Justice Works offers loan repayment assistance to Fellows who qualify through its Loan Repayment Assistance Program.

Interested candidates should send a resume and cover letter to resumes@hvlp.org, subject: EJW Fellow. Applications will be reviewed as they are submitted. The Equal Justice Works Disaster Recovery Legal Corps Fellow is scheduled to begin the term of service no later than July 30, 2019.

HVL is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.