

BILINGUAL INTAKE COORDINATOR (Part-Time)

About the organization: The Legal Aid Foundation of Santa Barbara County (LAFSBC) is a non-profit law firm that provides free legal assistance to Santa Barbara County residents. Our mission is to provide high-quality civil legal services to low-income and other vulnerable residents in order to ensure equal access to justice. We change lives through direct representation, legal advice and information, and community education. Our vision is a community where low-income people and other vulnerable residents are empowered to thrive and where all residents have meaningful access to the civil justice system. The LAFSBC offices are located in Santa Maria, Lompoc, and Santa Barbara. We also staff the Santa Barbara Superior Court self-help centers, known as the Legal Resource Centers.

Job Summary:

Legal Aid Foundation is seeking a part-time, bilingual (Spanish/English) intake coordinator. Duties include answering the office phone; greeting clients and visitors; interviewing potential clients to determine eligibility for legal assistance; referring visitors to other resources when appropriate; and assisting attorneys and other staff as needed with paralegal, clerical, and interpretation duties.

This position includes, but is not limited to, the following responsibilities:

- Interview and screen potential clients for income eligibility, case type, conflict of interest and referral. Assist potential clients with completing intake forms.
- Receive and direct incoming phone calls. Return calls and schedule appointments. Greet clients and visitors to the office with courtesy and efficiency. Relay clear messages to staff and volunteers.
- Open, close files and maintain client case data in case management system.
- Interpret for other staff as needed for monolingual Spanish-speaking clients.
- Assist in preparation of and filing of documents for legal staff.
- Assist with scheduling and support for legal clinics as needed.
- Sort and distribute incoming mail and ensure that mail is taken to the post office daily.
- Order supplies for the office.
- Photocopying and other miscellaneous clerical duties as required.
- Assist with editing and updating website.
- Other duties as assigned.

Experience/Educational Requirements:

- Effective communication skills.
- Bilingual proficiency in English/Spanish required.
- Basic computer software proficiency (Microsoft Office).
- Ability to work with potential clients who are facing a stressful life circumstance.

Desired Qualifications:

- Experience working in a non-profit or law firm setting.
- Previous experience in or training in language translation.

- Knowledge of legal and community resources in Santa Barbara County.
- Associates or Bachelor's Degree.

Hours per week: 15-20 hours per week, Monday-Friday.

Compensation: Salary range \$15.00-\$20.00 per hour, depending on experience. Non-exempt.

Location: Santa Maria, CA.

NOTE: Due to COVID-19 safety restrictions, LAFSBC staff are primarily working remotely from home. Temporary remote work will be considered, but the expectation is that the position will be based out of our Santa Maria office.

To Apply: Email a resume and cover letter to personnel@lafsbc.org. Please include the job title in the subject line of the email.

The Legal Aid Foundation of Santa Barbara County provides equal employment opportunities to all applicants without regard to race, color, national origin, ancestry, ethnicity, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, medical condition, military or veteran status, pregnancy, childbirth or related medical condition, marital or registered domestic partner status, or any other legally protected status. We strongly encourage candidates from traditionally underrepresented communities to apply.

The Legal Aid Foundation of Santa Barbara County is an equal opportunity employer.