

LEGAL SERVICES COORDINATOR

Job Title: Legal Services Coordinator
Department: Health Education and Outreach (HEO), Greater Long Beach Medical Legal Partnership (MLP)
Reports to: Lily Martinez, Director of Health Education and Outreach
MLP Attorney from Legal Aid Foundation of Los Angeles
Prepared By: Penelope Leon & Lily Martinez
Prepared Date: March 4, 2020
Approved By: Elisa Nicholas, MD, MSPH, CEO
Approval Date: March 4, 2020
Schedule: Varies

POSITION SUMMARY:

The primary function of The Children's Clinic, "Serving Children and Their Families" (TCC) **Legal Services Coordinator** will be to work directly with TCC patients, TCC Programs, Clinic Staff, the Medical Legal Partnership (MLP) attorney and other members of the law services team. The Coordinator will be responsible for managing confidential information, documents and data within the team. She/He will conduct over the phone and on-site legal intakes at various TCC clinics to triage legal needs for areas of law including but not limited to public benefits, housing and tenants' rights, employment and education, victim based legal status personal safety and interpersonal violence. To leverage capacity, the coordinator will maintain up to date resources for programs and pro bono lawyers as well as collect client data for assessment of health outcomes and legal services provided.

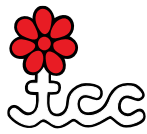
In addition, the **Legal Services Coordinator** will support the MLP attorney in providing direct representation, offering counsel and advice, and educating TCC patients on their legal rights through patient presentations and "know your rights" fact sheets. The **Legal Services Coordinator** must be bilingual (Spanish), highly self-motivated, be willing to take initiative on projects and be creative, and must be interested in learning more about community health education and outreach.

REQUIREMENTS:

- Bilingual (read, write, speak) capacity in the Spanish language
- Minimum two years' experience working in the legal field preferred
- Experience in working with interpersonal / domestic violence survivors, preferred

ESSENTIAL DUTIES AND FUNCTIONS:

- Staffing MLP warm-line and screening patients for legal assistance, making proper referrals and triaging legal needs. Conduct telephone and/or in-person intakes and relaying legal issues to MLP legal team for guidance on areas including: housing, consumer, immigration, employment, public benefits and family law.
- Scheduling primary and follow-up appointments for clients and maintaining client relations
- Managing referrals from clinic staff and updating feedback loop by entering notes on Epic
- Organizing and teaching "Know Your Rights" classes on Immigrant Rights, Tenant Rights, Healthy Relationships, Special Education, Family Law and Public Benefits



- Point of contact with the community, involved in community collaboratives and works closely with community members and other community-based organizations
- Assists in developing protocols, training materials for clients and patients
- Perform outreach to understand the needs of the community and recruit participants for workshops
- Attend outreach events with Health Education staff to assist in outreaching to the community
- Maintain adequate records of services and track client outcomes
- Perform necessary administrative functions including filing, faxing, copying, and organizing

Physical Demands: Frequent sitting for office work; climbing stairs, stepstools; occasional stooping, kneeling, crouching, crawling, reaching and turning; occasional standing for presentations. Continuous use of corrected vision; depth perception; wide field of vision and color. Continuous use of olfactory, auditory and tactile senses. Occasional pushing/pulling up to 100 lbs.; lifting up to 50 lbs. and carrying up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental: Duties require attention to detail, alertness, problem solving, critical thinking, high tolerance to stress and noise, and exercising sound judgment. Also requires conceptual thought processing.

Communication Demands: Candidate must be a good team player, possessing flexibility, good follow-through, and outstanding diplomatic and interpersonal skills.

Other: He/she must be able to work under pressure and meet deadlines; and also be able to work creatively, while functioning as a member of a cooperative and coordinated team. Must have a strong interest in the organization's mission and be able to work effectively in teams and across organizational lines.

I acknowledge the receipt of this job description and understand and accept the duties and responsibilities listed above.

LEGAL SERVICES COORDINATOR: _____ Date: _____

SUPERVISOR: _____ Date: _____