

Pro Bono Indiana, Inc.

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Position Statement

Position: Legal Navigator	Reports To: Lead Volunteer Attorney Coordinator/Indiana Bar Foundation
Status: Exempt, Full-Time with Health Care Insurance	Education: College degree; paralegal or social work experience preferred
Licensing: Paralegal Certificate or LSW preferred	Experience: Previous experience working with disenfranchised communities and families in poverty is highly valued

Position Summary

Under the direction of PBI's lead Volunteer Attorney Coordinator and the Indiana Bar Foundation, assists PBI's efforts to provide legal navigation services to low-income clients through court-based clinical services and services through virtual platforms operated by PBI and/or the Indiana Bar Foundation.

Specific Duties

In order to achieve the performance standards established by the Board of Directors, and to assist PBI's and the Indiana Bar Foundation's staff, the legal navigator shall have the following duties:

1. Provide detailed legal information and guidance through a variety of virtual platforms designed to help self-represented litigants navigate various court systems.
2. Possesses word processing skills, using commonly used programs such as Word and Excel, in order to produce relevant reports, correspondence, memoranda, legal forms, and documents as needed.
3. Documents in appropriate databases, and appropriately files completed work and related documents as needed.
4. For in-person services, answers telephone or virtual requests, greets visitors, and handles each constituent interaction with tact and courtesy. Appropriately directs each communication to the appropriate staff member or platform or takes necessary messages.
5. Opens, sorts, and distributes the mail, incoming communications, and other correspondence.

6. Assists staff to plan and conduct programs such as Talk to a Lawyer, legal clinics, and other events.
7. Maintains a good working relationship with staff members of colleague organizations, including local bar associations, bar foundations, and partner civil legal aid groups.
8. Complies with all relevant laws, regulations, and funder-imposed restrictions and guidelines and remains knowledgeable of PBI policies, eligibility guidelines, and office procedures.
9. Performs other duties as assigned by the PBI management.

Job Requirements

The incumbent shall have the ability to deal with clients, volunteer attorneys, bench officers, other staff members, and the public with tact and courtesy, and will represent the best interests of PBI and its constituents at all times. Computer skills with knowledge of word processing and related programs required. Participation in relevant course work preferred.

Working Conditions

The incumbent will be working in a typical legal services office environment, with regular contact with low-income clients, volunteer attorneys, bench officers, and the public. Due to the nature of legal practice, the position requires the use of independent judgment and may be stressful at times.

It is PBI's policy that equal employment opportunities are available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, gender identity, disability, genetic information, military service/veteran status, or other categories protected under state or federal law.

Last Updated: May 2022