Job Announcement: Tribal Lay Advocate

POSITION: Judicare Legal Aid is seeking a Tribal Lay Advocate to serve low-income clients in need of civil legal aid. This position can be remote for experienced candidates who live in and around our service area but is otherwise based in office and located in the beautiful Northwoods of Wisconsin in the city of Wausau.

ABOUT US: Judicare Legal Aid is a non-profit organization funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other state, local and federal grant sources. Judicare Legal Aid provides civil legal services to low-income persons in the northern 33 counties of Wisconsin, as well as Native Americans statewide. Judicare Legal Aid’s mission is to provide legal assistance to those who otherwise cannot afford it and our vision is equal justice for all. We are an eligible employer for public interest-based loan forgiveness.

Judicare Legal Aid currently employs 38 staff including 18 attorneys that practice in our Civil and Indian law units. We also emphasize the use of pro bono and Judicare compensated private attorneys to serve clients across rural Northern Wisconsin.

RESPONSIBILITIES: Position will work under the Indian Law Office Director to provide legal consultations and representation to clients seeking assistance in tribal courts across Wisconsin. Staff will have an opportunity to complete Tribal Lay Advocate training and will be trained and supervised by licensed attorneys. The lay advocate position will assist in estate planning for tribal members and be required to become a notary. Staff will also generate documents and assume authority for their own files and case management. Assist in the preparation of legal memos, coordination of projects and reports, coordinate communication with volunteers, pro se parties, courts, and community partners. Compose general and legal correspondence, both for distribution within JLA and to outside third parties. Attend meetings and relevant law trainings within JLA and outside JLA to obtain necessary information; plan and conduct meetings as requested by attorneys. Assist with outreach to the community as directed by attorneys. Provide administrative support and other duties as assigned.

REQUIREMENTS:

- Associates Degree or prior relevant experience preferred.
- Prior experience working in public service setting and/or a strong interest in serving diverse populations a bonus.
- Must be willing to provide high quality service to our low-income and diverse clients.
- A high degree of initiative and ability to work with people.
Ability to travel for court, trainings, and outreach.
Strong interpersonal communication skills, sense of humor, and positive attitude.
Excellent written and verbal advocacy skills; and
A COVID-19 vaccine mandate is currently in place for all employees. A copy of the policy can be requested by emailing info@judicare.org

PREFERENCES:
Experience working with Native Americans.
Demonstrated desire to work with persons with a disability, living in poverty or persons with a minority status or affiliation.

SALARY/BENEFITS: Starting wage depends upon experience and qualifications, with a minimum hourly wage at $20.80–$35.71, salaried wages available for currently licensed lay advocates ($40,000–$70,000 based on experience.) This position includes full fringe benefits, which currently consists of premium free health, dental, life and disability insurance, 403(b) retirement plan with 3% salary match, and vacation and sick time. We are an eligible employer for purposes of the Public Service Loan Forgiveness (PSLF) Program.

REIMBURSEMENT FOR RELOCATION EXPENSES: Reimbursement for some relocation expenses may be available.

HOW TO APPLY: Submit resume, references, and cover letter to:
Mary Jo Nyenhuis, Executive Secretary, Judicare Legal Aid.
P.O. Box 6100
Wausau, WI 54402–6100
info@judicare.org

Judicare Legal Aid is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by State or Federal law.