



AmeriCorps Position Description

AmeriCorps Member Name:

**AmeriCorps of Chelan-Douglas
Community Action Council**
620 Lewis St.
Wenatchee, WA 98801

Kristi Hills – Program Director
kristih@cdcac.org
(509) 662-6156 ext. 246

Liz Drath- Program Coordinator
lizd@cdcac.org
(509) 662-6156 ext. 248

Chelan Douglas County Volunteer Attorney
Services
18 S. Mission Street Suite 201
Wenatchee, WA 98801

Eloise Barshes – Executive Director
DIRECTOR@CDCVAS.ORG
(509) 663-2778
Emily Gale –Legal Case Manager
lcm@cdcvas.org
(509) 663-2778

Position Title: Legal Navigator

Hours to be completed: 900 hours (Part-Time Member)

Duration of Commitment: 1/6/2025 to 7/15/2025

Flexible schedule with some evenings and weekends required (1-2 Saturdays per month)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	varies
Ending Time		4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	varies

The office is open to the public from 10am-4pm Monday-Thursday and Friday by appointment only. Service hours will typically be between 8am-5:30pm, Monday-Friday, with flexibility based on projects and tasks. There are some evening hours for special clinics and some Saturday hours for community outreach. Schedule is based on tasks and responsibilities.

Time of daily 30 min-60 min lunch breaks may vary.

Organizational/Program Description:

Chelan Douglas County Volunteer Attorney Service's (CDCVAS) mission is to bridge the justice gap by facilitating high-quality, equitable, and free civil legal services to people in Chelan and Douglas counties experiencing poverty. CDCVAS is a legal aid organization that provides free civil legal help to residents of Chelan and Douglas counties with incomes at or below 200% of the federal poverty level. We recruit local attorneys for volunteer and contracted legal support. Our efforts to bridge the justice gap also include building strong community partnerships, offering legal education, and advocating for systemic change.

At CDCVAS, our culture is rooted in honesty, respect, support, and accountability. We strive to embody these values in every interaction, whether with staff, volunteer attorneys, clients, community partners, donors, or guests. As a learning organization, we are dedicated to continuous reflection and growth to better serve our mission, community, and one another.

Position Description:

Struggling in poverty should not mean struggling for justice. The justice system is complicated and overwhelming, but Chelan Douglas County Volunteer Attorney Services (CDCVAS) is here to help—and so can you. As an AmeriCorps Member with CDCVAS, you will have a unique opportunity to learn about civil legal aid and the justice system. You will play a crucial role in bridging the justice gap by offering compassionate support to clients, promoting critical services through outreach and community engagement, and using your creativity and insights to develop new ways to help more people access the civil legal assistance they need

Position serves vulnerable populations? Yes No

Position identified to build capacity? Yes No

Populations the member will directly serve:

- Marginalized and underrepresented communities
- Individuals experiencing poverty
- Individuals who are disproportionately impacted by the justice system
- Individuals living in or having a case in Chelan or Douglas counties

Responsibilities and Related Tasks:

Daily tasks

- Greeting guests
- Answering & returning phone calls
- Assisting with client intakes
- Conducting client interviews
- Coordinating legal aid workshops-scheduling with clients, attorneys, interpreters, etc.
- Tracking & entering data
- Community Engagement and outreach
- Promoting the program and services
- Collaborating with community partners for program development and implementation
- Developing marketing & outreach materials
- Developing programs based on needs
- Participating in volunteer appreciation
- Assisting with special events and fundraisers
- Conducting legal, grant, and program research
- Weekly staff meetings and occasional board meeting attendance

Semi-Annual/ Annual Training

- Participate in annual staff board retreats
- Legal aid trainings as available and as schedule permits

Required Qualifications:

- Hardworking
- Reliable
- Motivated
- Compassionate
- Excellent communicator
- Must adhere to confidentiality expectations

Desired Qualifications:

- Experience with low-income, diverse, limited English proficiency, and marginalized communities
- Lived experience relevant to the communities served by this program
- Bilingual in Spanish & English Languages
- Interest in learning about the legal profession and/ or civil legal aid
- Reliable transportation to utilize for outreach
- Experience in marketing, outreach
- Skills in fundraising or grant writing to enhance program resources
- Outgoing and takes initiative
- High attention to detail and accuracy

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement

Training Opportunities Provided by Program (some required, some optional)

- Annual board and staff retreat in January/February with training topic that includes race equity
- Variety of trainings that include: de-escalation, managing stress & second-hand trauma, leadership and technology
- Access to monthly continuing legal education (CLE) training sessions provided for lawyers, where you can participate to observe, learn, and network.

I have reviewed the above Position Description Form. I accept the Essential Member Functions and Responsibilities. I understand that all responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Reference Member Service Agreement for comprehensive listing, including prohibited activities.

Program Director

Date

AmeriCorps Member

Date

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