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Area Offices:
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Robert C. Johns
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K-CARE Community Resource Coordinator

The Appalachian Research and Defense Fund of Kentucky, Inc. (AppalReD Legal Aid), a nonprofit law firm, is recruiting for a Community Resource Coordinator in its **Central Intake Unit**. This temporary grant-funded position is full-time and will last through September 30, 2022 with the possibility of a one-year extension through September 30, 2023.

Purpose of the Job: To mitigate the impact of opioids, stimulants, and substance abuse for the children and families of individuals in active abuse or recovery, victims of substance abuse-related crime, and individuals attempting to overcome substance abuse or addiction by providing appropriate, individualized supportive services intended to facilitate or enhance civil legal assistance.

Work Environment: This is a remote work position. Must have high-speed internet service to be able to work from home.

Essential Job Functions:

Perform intake screening of applicants to identify legal problems and determine their eligibility for legal services and K-CARE supportive services.

- Answer incoming telephone calls on the centralized intake line and complete intakes.
- Obtain client information and make initial eligibility determinations for prospective clients, following AppalReD Legal Aid's intake manual.
- Transfer eligible clients to appropriate AppalReD Legal Aid offices.
- Attain proficiency regarding computer applications used by AppalReD Legal Aid, including the Kemp's Clients Prime case management program and Microsoft Office 365 applications.
- Perform general clerical responsibilities and other tasks as assigned by the supervisor.

Provide case management and coordination of community resources for K-CARE Project clients:

- Assess clients' needs and, when appropriate, conduct biopsychosocial assessments.
- Address barriers that interfere with clients' ability to effectively participate in their civil legal representation.
- Advise on safety issues and conduct case management activities intended to connect clients to wrap-around community resources.

- Develop knowledge about available community resources that offer services to K-CARE clients.
- Develop resources for clients and families in crisis that will support civil legal services.
- Initiate, foster, and nurture relationships with new and existing community partners to best serve the needs of K-CARE clients.
- Work in collaboration with community partners to develop new initiatives to improve the lives and outcomes of clients and their families in crisis resulting from substance abuse.
- Design and implement community legal education activities, including workshops, pamphlets, and presentations to community groups.
- Participate in program activities such as case reviews, unit or taskforce meetings, and staff meetings. Participate in statewide activities, including coalitions and training events.
- Perform other duties commensurate with duties outlined above at the discretion of their supervisor.

Work directly with attorneys and advocates in the provision of civil legal assistance to K-CARE eligible clients.

- Work under direct supervision of attorney of record of assigned cases.
- Assist staff and volunteer attorneys in preparation of cases as needed and directed.
- Assemble client information in documents or pleadings appropriate to the client's case.
- Perform all clerical duties associated with assigned cases.
- Provide support to clients at court hearings.
- Maintain timekeeping and entry of time records associated with each assigned case in accordance with agency policies and funding regulations.
- Ensure that all grant funding and documentation requirements are met in opening and closing each assigned case.
- Perform all other duties as assigned by attorney of record or immediate supervisor.

Qualifications:

Bachelor's degree in social work or related field and/or comparable experience in case management and coordination of community resources. Must have skills to use office technologies, including case management software. Must have strong communication skills.

Other:

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

Salary: \$12.49 per hour + DOE plus benefits

Submission Deadline: August 13, 2021

Send resume, cover letter, and three references to Lorie Elam, Director of Administration, AppalReD Legal Aid, 120 N. Front Ave., Prestonsburg, KY 41653, or lorief@ardfky.org.

AppalReD Legal Aid is an Equal Opportunity Employer.

