

CALIFORNIA WESTERN SCHOOL OF LAW

Department/Programs: Community Law Project Position: Clinic Administrator / Interpreter

Reports to: Supervising Attorney

Supervises: N/A

Summary Description: The Clinic Administrator/Interpreter will serve as the front-line face of the Community Law Project (CLP) in conjunction with CLP's mission and goals. CLP is a legal clinic of California Western School of Law (CWSL). CLP works to provide sustainable and competent legal services to low income and indigent members of the local community, while advancing the profession of law by instilling a commitment to public service in California Western School of Law students. CLP offers its legal services in collaboration with its professional partners in order to offer holistic problem-solving solutions to its clients.

Qualifications:

- Bachelor's Degree (or in progress of receiving a Bachelor's Degree) preferred;
- Commitment to the provision of quality legal services to the indigent;
- **One Trimester Commitment Required:** Fall trimester (Aug-Jan); Spring trimester (Jan-May); Summer trimester (May-Aug)
- Must be available for one of the following:
 - Every other Monday evening from 5:15 p.m. – 8:45 p.m. (Downtown San Diego clinic);
 - Every other Tuesday from 11:45 a.m. – 2:30 p.m. (City Heights clinic);
 - Every other Friday from 8:15 a.m. – 11:30 a.m. (City Heights clinic);
 - One Wednesday a month from 4:45 p.m. – 8:15 p.m. (Solana Beach)

Computer Skills: Basic operating knowledge of Windows, Word, Power Point, and Excel

Skills Required:

- **Spanish and English languages proficiency required;**
- Excellent organizational and communication skills;
- Significant understanding or willingness to learn about legal and social issues affecting homeless and low-income clients.

Essential Functions and Specific Duties (including but not limited to):

Communication / Public Relations

- Greet clients and answer questions of potential clients about clinic procedures and policies
- Take names and personal information of clients on sign-in sheet prior to intake
- Interpret for Spanish-speaking clients, as needed

Organizational / Administrative

- Manage set-up and take down of clinic each session
- Regularly assess clinic supplies and forms and submit list of additional materials or forms that are needed to CLP staff
- Maintain client files, clinic forms, and all clinic materials in organized fashion
- Ensure that client information and disposition in sign-in sheet and client files is correct at end of evening
- Enter and maintain client, student, and volunteer attorney data
- Translate materials, as needed



VOLUNTEERS NEEDED: LEGAL CLINIC ADMINISTRATOR / INTERPRETER

Description:

The Clinic Administrator serves as the front-line face of the Community Law Project (CLP). CLP is a legal clinic project of California Western School of Law. CLP works to provide sustainable and competent legal services to low income and indigent members of the local community, while advancing the profession of law by instilling a commitment to public service in CWSL students. As a Clinic Administrator, you will have the opportunity to work along with volunteer attorneys and law students.

Essential Functions and Duties (including but not limited to):

- Greet and sign in clients
- Interpret for Spanish-speaking clients, as needed
- Manage setting up and taking down of clinic each session
- Regularly assess clinic supplies and forms
- Maintain client files, clinic forms, and all clinic materials
- Enter and maintain client, student and volunteer attorney database
- Translate materials, as needed

Required Skills:

- ❖ Spanish and English language proficiency
- ❖ Basic computer skills
- ❖ Organizational and communication skills
- ❖ Significant understanding or willingness to learn about the legal and social issues affecting homeless and/or low-income clients

Openings: ➡ *One Trimester Commitment Required* ⬅

- Every other Monday from 5:15 p.m. - 8:30 p.m. (Downtown San Diego)
- Every other Tuesday from 11:45 a.m. - 2:30 p.m. (City Heights)
- Every Friday from 8:15 a.m. - 11:30 a.m. (City Heights)
- Substitute roster for special events, presentations or regular volunteers fill-in.

**Love to Help the
Community?**

**Interested in
Networking with
Attorneys and
Law Students?**

**Are you Bilingual
in Spanish and
English?**

**Want to Volunteer
at a Legal Clinic
Near You?**

**Volunteers
Needed in City
Heights, Solana
Beach and
Downtown San
Diego**

**CALIFORNIA WESTERN
COMMUNITY LAW
PROJECT**

*Check out our webpage at:
www.cwclp.org*

*If interested, contact Lizeth
at: CLP@cwsl.edu*

Find us on Facebook: 