The Washington
LEGAL CLINIC
for the Homeless
A Voice for Housing and Justice

Volunteer Position Description

Volunteers are at the core of the Legal Clinic's work. At dining programs, day centers, and health clinics, volunteer attorneys meet one-on-one with families and individuals who have legal needs. If the cases that come into intake meet the Legal Clinic's case selection guidelines, the intake volunteer provides advocacy and representation for those clients. The Legal Clinic does not screen clients before intake, which means that our volunteers truly are on the front lines of this important work. Legal Clinic staff attorneys provide supervision and guidance to all volunteers taking cases through the Legal Clinic.

Specific Duties

Responsibilities include interviewing clients at intake sessions and providing advice, assistance and follow up representation when necessary. Some clients need a simple referral, or a phone call made on their behalf. Other cases are more involved. The number of clients seen at any one intake session varies, averaging around 2 to 5 with two-thirds of client matters requiring follow-up.

Scheduling Intake

Intake calendars are made every two months, so there is opportunity to accommodate volunteers' changing schedules and individual needs. Many volunteers attend intake monthly or bimonthly, but scheduling is flexible, and we welcome volunteers as often as their schedule allows. Volunteers who work with intake site adoption law firms or government agencies will schedule intake directly with their firm or agency coordinator.

Requirements

Volunteers must successfully complete the Legal Clinic application and training process. Volunteers must be a member of the District of Columbia Bar or have begun the procedure to waive-in admission. Attorneys employed by the United States government do not have to be a member of the District of Columbia Bar, although they must be a member in good standing of the highest court of any state. Non-attorneys (paralegals, law students) must volunteer under the supervision of an attorney admitted to the District of Columbia Bar.

For more information contact the Legal Clinic Volunteer Coordinator, Kelsey Vaughan
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