



JOB DESCRIPTION: Legal Navigation Intern

The Atlanta/Fulton County Pre-Arrest Diversion (PAD) Initiative is a coordinating agency that strives to reduce the number of people in jails who could be better served by social and behavioral health services. Through our partnerships with local criminal justice and social service agencies, we divert individuals from arrest and work to remove barriers to their success.

Position: Legal Navigation Intern

Description: The PAD Legal Navigation Intern works with the PAD Program Manager to support diverted individuals (“PAD participants”) in navigating past and current legal barriers to success. This includes compiling legal intake documents, communicating with public defenders, prosecutors, law enforcement and the court, maintaining a calendar of court appearances, and advocating for participants in court. It also includes coordinating a quarterly Legal Clinic with local criminal justice agencies, and providing referrals to legal agencies for civil or other legal matters. *Atlanta/Fulton Pre-Arrest Diversion Initiative is not a law office and does not provide direct legal representation or legal advice to participants in our program.*

Timeline: Flexible depending on availability

Hours: 10 hours/week during business hours, flexible depending on availability

Compensation: \$15/hour

Responsibilities:

- Coordinate information gathering for diverted participants, including Legal Intake form, previous arrest history, criminal conviction records, outstanding warrants/FTAs and upcoming court dates;
- Maintain PAD participant court calendar and work with Program Manager to coordinate staff support for court dates (primarily Atlanta Municipal Court, Fulton Superior Court, and DeKalb);
- Assist Program Manager with communications to public defenders, prosecutors, law enforcement and the court to request information or advocate for PAD participants related to past and current legal barriers;
- Document legal navigation support and outcomes;
- Provide assistance with information gathering and research on behalf of PAD participants;
- Identify and make referrals to legal resources as appropriate;
- Attend and take minutes at monthly convening of City and County criminal justice agencies;
- Work to increase cultural competency (including racial, cultural, gender identity and sexual orientation) among PAD’s stakeholder agencies through respectful and proactive communication;
- Maintain confidentiality and respect for PAD participants or potential participants related to all personal information, including but not limited to physical and mental health status, gender identity, drug use, conviction or arrest history, and immigrant status.

Qualifications:

- Currently enrolled in an accredited J.D. professional law degree program, or Master of Public Policy, Public Administration, or equivalent graduate degree program;
- Understanding of the criminal legal system;
- Effective communication skills, both written and oral;
- Excellent interpersonal skills, including the ability to work on a team and with diverse partners, including law enforcement, prosecutors, public defenders, and the courts;
- Familiarity with criminal justice reform concepts, and issues faced by people experiencing mental health challenges, problematic substance use, homelessness, and trauma.
- Experience working with formerly incarcerated people, sex workers, Trans people, and LGBTQ people a plus.

TO APPLY submit a (1) resume and (2) cover letter describing your relevant experience and why you are interested in PAD. Email application documents in PDF format to info@prearrestdiversion.org with “PAD Legal Navigation Intern” and your name in the subject field by **Monday, June 3rd, 2019**.