



## LAWYERS CONCERNED FOR LAWYERS

Confidential Support for Legal Professionals

### **JOB TITLE: CASE MANAGER – 20 hours per week**

#### **GENERAL DESCRIPTION**

Lawyers Concerned for Lawyers is Minnesota's Lawyer Assistance Program. We provide a combination of professional and peer support to lawyers, judges and law students, and their immediate family members, regarding mental health and addiction.

The Case Manager monitors client progress and coordinates the services provided to clients by LCL and community resources.

Primary duties are management of the intake process, assessment of client need, referral, monitoring of services provided by affiliates and volunteers, and follow up. The Case Manager is responsible for providing a high standard of service to clients, maintaining confidentiality, efficient coordination of services and increasing the profile of the program. The case manager will also have responsibility for outreach to law schools and related projects and initiatives. The position is part-time but may become full-time in the future.

The Case Manager contributes to the overall goals of the lawyer assistance program including education and outreach and peer volunteer support.

#### **QUALIFICATIONS**

##### **Required Qualifications:**

- JD and training or experience in the area of mental health or addiction.
- Ability to work effectively with law students and law schools including electronic communications and social networking.
- Excellent communication skills and personal empathy.
- Ability to work independently and to be flexible, creative and to work as a member of a team.
- Ability to develop community networks and work with a range of professionals, associations, community resources and treatment facilities.

##### **Desired Qualifications:**

- CLE or other public speaking experience and experience developing program materials.
- Group facilitation experience.
- Experience with database programs.

## **DUTIES**

### *Client Services*

- Develop and maintain relationship with all clients as well as family members, colleagues and other support systems as appropriate.
- Communicate with clients in treatment or hospital.
- Maintain periodic contact by with client to monitor progress.
- Refer clients and affected others to additional services.
- Crisis Intervention.
- Follow-up and evaluation.

### *Volunteer Peer Support*

- Recruit volunteers for mentoring individual clients.
- Provide training sessions for volunteers appropriate to their needs.
- Maintain regular contact with volunteers.
- Match appropriate volunteers with lawyers, judges and law students seeking support.
- Follow up with volunteers who are mentoring clients to offer suggestions and/or assistance.
- Collaborate with volunteers to ensure program effectiveness.
- Develop special projects to maximize volunteer contributions to the program (speaking, promotion activities, and written materials).

### *Community Relations*

- Develop community networks and work with a range of professionals, associations, community resources and treatment facilities to promote the values and goals of LCL.
- Build on law school relationships and law student outreach.
- Provide staff support for LCL's new/young lawyers group, MSBA Life and the Law Committee Law Students Working Group and ABA law school mental health awareness initiative.
- Develop resource and clinical networks throughout Minnesota to assist clients when appropriate.
- Participate in related organizations and committees as appropriate.

### *Administrative*

- Maintain records as required.
- Prepare and contribute to reports and program materials as required.

## **TO APPLY**

Forward cover letter, resume and names of three references to via email to [help@mnlcl.org](mailto:help@mnlcl.org); fax to 651-646-2364; or by mail to:

Lawyers Concerned for Lawyers  
2550 University Ave. W. #313N  
St. Paul, MN 55114

Applications will be considered as they arrive but must be received no later than February 24, 2012.