



# Legal Information Network of Colorado (LINC)

## Program Intake Specialist

### Job Description

Class: Full-time; Salaried; Exempt

Salary: Commensurate with Experience



**Program:** Legal Information Network of Colorado (LINC)

**Reports to:** Client Services Director

### SUMMARY

The LINC Intake Specialist is a full-time, grant funded position for the Legal Information Network of Colorado (LINC) program of the Rocky Mountain Victim Law Center (RMVLC). The LINC Intake Specialist is responsible for answering and responding to calls to the LINC helpline (from client's, Navigators, and service providers), and for providing legal information, referrals, and advocacy. The LINC Intake Specialist maintains contact with community navigators, coordinates and facilitates Navigator's regular meetings, and abreast of the resources available to crime victims throughout Colorado. The LINC Intake Specialist is also responsible for updating and maintaining the LINC website.

### DUTIES AND RESPONSIBILITIES

- Respond to calls on the helpline and conduct intakes as appropriate.
- Provide clients, Navigators, and other service providers who contact LINC with information about how the legal systems, both criminal and civil, work and about specific legal issues.
- Provide clients, Navigators, and service providers with legal resources and referrals as appropriate.
- Coordinate and facilitate monthly Navigator meetings.



ROCKY MOUNTAIN  
victim law center

- Support training and ongoing needs of Navigators.
- Support all research and assessment initiatives in conjunction with the Principal Researcher's assessment tools.
- Assist with communication between LINC Navigators and LINC through a variety of methods, including teleconferences, list-serves, webinars, trainings, and meetings.
- Complete surveys with clients per LINC and RMvIc policies and procedures.
- Collect client and caller data per LINC and RMvIc policies and procedures.
- Assist with the maintenance of the LINC website, including resource and other updates.
- Attend meetings and trainings as required by LINC and RMvIc.
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Spanish bilingual strongly preferred.
- Knowledge of the civil and criminal legal systems.
- Understanding of the interplay of victim dynamics, victim trauma, and the response of victims involved in both the criminal and civil legal systems.
- Experience with coordinating and facilitating meetings both in person and using conference call or video-conference methods.
- Experience working in collaboration and partnership with other victim service providers and multidisciplinary teams.
- Strong written and verbal communication skills.
- Strong work ethic and initiative.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.
- High degree of energy, self-motivation, and flexibility.

#### **APPLICATION INSTRUCTIONS**

Please submit cover letter, resume, and salary history by email to Emily Tofte Nestaval, Executive Director at [emily@rmvictimlaw.org](mailto:emily@rmvictimlaw.org). Please include "LINC Intake Specialist" in the subject line.

Application materials will be accepted until the position is filled. Applications received prior to **March 22, 2019 will be given priority**. No phone calls please.