

#23-81 Legal Services Liaison
HARP/LSV, Full Time, Oahu

The Legal Services Liaison conducts outreach to identify eligible participants, coordinates legal services for specific client populations, and completes legal services grant reporting. This position involves evaluating and assessing potential clients' legal needs and linking them to appropriate legal services. This position must also be able to travel to prospective clients' and referral source sites, conduct regular office/home visits and visits to vendors' business locations. This position does not provide direct legal advice. The Legal Services Liaison must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree in human services, social services or related field plus a minimum of three (3) years' experience working with the assigned population. Associate's Degree may be substituted with four (4) additional years' experience working with the assigned population.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, & Education Verification

DEADLINE TO APPLY: September 30, 2023