



Connecting Individuals and Families who need Civil Legal Services with Volunteer A

Mid-Shore Pro Bono, Inc. Full-Time Housing Case Manager

Mid-Shore Pro Bono, Inc. is a nonprofit organization that connects people with limited resources to legal representation for civil matters. Our mission is to connect individuals and families in need of civil legal help with volunteer attorneys and community resources. Our vision is that all people are empowered to resolve civil legal issues. MSPB connects over 3,000 clients on the Eastern Shore of Maryland with legal representation every year. MSPB is based in Easton, Maryland and has satellite offices located in Chestertown and Salisbury.

Job Summary: MSPB seeks an energetic, personable, and detail-oriented case manager to screen potential clients, spot legal issues, collect financial and legal documents, prepare cases and clients for appointments with attorneys, and keep detailed documentation updated in a complex case management system. The ideal candidate will have a demonstrated commitment to public service and social causes, a desire to connect with and serve the community, ability to cultivate a diverse network of community connections, and strong oral and written communication skills. Proficiency in Spanish preferred. The position will serve the Mid-Shore Counties (Caroline, Dorchester, Kent, Queen Anne's, and Talbot) and may be based in Easton or Chestertown. *Salary Range:* \$40,000-\$45,000 annually and generous benefits package including excellent vacation and sick leave, individual health care, vision, dental, and matching funds towards 403(b) retirement savings plan. MSPB supports a family friendly, collaborative work environment with options for hybrid and flexible work schedules. Opportunities for professional development and cross training.

Job Duties:

1. Screen potential clients for income eligibility, identify legal issues, collect complete and accurate information and documentation. Client screening and intakes will take place by phone and in-person at court on rent court days.
2. Work closely with MSPB's team to coordinate clinics, schedule clients for appointments with attorneys, and connect clients with appropriate resources.
3. Maintain up to date information and documentation of clients and case status in MSPB's case management system (Legal-Trak) and support MSPB's team to ensure accurate and timely reporting.
4. Proactively cultivate opportunities to build community education and awareness about housing rights and housing stability through local partners and resource agencies.

Qualifications: Compassionate and service-oriented approach to working with clients and the general public, cultural competency for working with diverse communities, lived experience navigating community resources, demonstrated commitment to community service, working knowledge of Microsoft Office tools, ability to accurately and efficiently manage details and paperwork. Experience or training in counseling or social work a plus. Proficiency in Spanish preferred. Selected candidate must be fully COVID-19 vaccinated (including boosters) by first day of employment with MSPB. To apply please e-mail resume and letter of interest to Laura Chafey, Esq. (lchafey@midshoreprobono.org). Position open until filled.

Mid-Shore Pro Bono, Inc. is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, marital status, or any other legally protected status. We strongly encourage Black, Hispanic or Latino/a, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the civil legal services field to apply.

Timothy Abeska, Esq.
Holland Brownley, Esq.
Rebecca Burner
Sarah Dahl, Esq.
Rosemary Ramsey Granillo
Tawes Harper
Hillary Lindeman
James McComb
Clinton Pettus
Judith Showalter, Esq.
Anthony Rodriguez, Esq.
Michael Starling
Ruth Thomas
Samantha Bowers Welte
Doncella Wilson

EXECUTIVE DIRECTOR

Meredith L. Girard, Esq.

8 SOUTH WEST STREET
EASTON, MARYLAND 21601
PHONE: 410-690-8128
FAX: 443-385-0210

205 S. CROSS STREET
CHESTERTOWN, MD 21620
PHONE: 410-690-8128

1118 E. MAIN STREET
SALISBURY, MD 21802
PHONE: 410.829.0394

WWW.MIDSHOREPROBONO.ORG