

Healthy Together Investigator Positions Available

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health, and education. CLC challenges a bureaucratic system that can get in the way of a child's basic needs: access to school, necessary medical care, and a permanent, loving family. Founded in 1996, Children's Law Center is the largest legal services organization in the District of Columbia and the only to focus on children. Our 80-person staff, together with hundreds of pro bono partners, helps more than 2,000 children and caregivers every year. This experience allows us to advocate for system-wide changes that improve the lives of all the District's children.

CLC's Healthy Together is a medical-legal partnership for DC's children. CLC partners with Children's National Medical Center and Mary's Center to help poor children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

Job Description

The investigator will work with lawyers who represent parents and caretakers in special education, health care access, and housing matters. The position involves assisting lawyers with all aspects of their representation including: gathering school and medical records, performing document review, providing observations and reports on schools and classrooms, conducting intake interviews with potential clients, interviewing clients, caretakers, teachers, medical professionals and witnesses, accompanying and transporting clients and their children to appointments, attending school and other meetings, and testifying in hearings or trials. The position is appropriate for someone considering a legal, counseling, or social work career.

Requirements and Qualifications

- Resourcefulness, initiative, and tenacity
- Tact and discretion
- Previous experience working with low-income persons and government agencies is a plus
- Excellent oral communication skills
- Strong communication and organizational skills
- Ability to prioritize and complete many tasks simultaneously.
- Car, driver's license, and auto insurance required
- Two year commitment required
- Spanish language ability preferred
- College degree preferred

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.

Position is open until filled.

Start date is May 2013. Start dates are subject to change.

No telephone calls please. Send resume, cover letter, references and two page writing sample via email, fax or U.S. mail to:

Healthy Together Investigator Search Committee

Children's Law Center

616 H Street, NW, Suite 300

Washington, DC 20001

202.467.4949 (fax)

jobs@childrenslawcenter.org