

**SOUTH JERSEY LEGAL SERVICES/RUTGERS
Children's Supplemental Security Income (SSI) Project**

Student Volunteer Responsibilities

Title

Student Volunteer, SJLS/Rutgers Children's SSI Project

Description of Project

The Children's SSI Project is a collaborative effort between South Jersey Legal Services, Inc. (SJLS) and Rutgers School of Law – Camden (Rutgers) in which pro bono attorneys and students join to assist low-income children to secure disability benefits.

Summary

Under the direction of Kathryn Myers, Director of Pro Bono Services at SJLS and Eve Klothen, the Assistant Dean of Pro Bono Services at Rutgers, the student volunteer is responsible for assisting the pro bono attorney with the SSI file assigned.

Duties and Responsibilities

- Attend Project Training Session in September 2007.
- Review Children's SSI Manual and Appendix to gain an understanding of the field of law involved.
- Maintain positive and professional relations at all times with both the pro bono attorney as well as the client(s).
- Make contact with the pro bono attorney assigned on a regular basis to check on the status of the case to ensure that all responsibilities are being met.
- Make every effort to respond to the pro bono assigned in a timely fashion.
- Keep the pro bono attorney, the Director of Pro Bono Services at SJLS and the Assistance Dean of Pro Bono Services at Rutgers apprised of any issues/concerns in the case.
- Keep a detailed record of all hours volunteered with this Project and submit same to Rutgers Pro Bono Coordinator.
- Write a short transition memo stating the basic facts and current procedural status of the case at the conclusion of the semester.
- Complete the Student Feedback Questionnaire and return to Assistant Dean Eve Klothen at the semester's end.