



# Northwest Justice Project

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César E. Torres  
Executive Director

## **Job Announcement CLEAR Assistant Senior Attorney**

The CLEAR Assistant Senior Attorney works directly with another CLEAR Assistant Senior Attorney and the CLEAR Senior Attorney to provide oversight and supervision of NJP's Coordinated Legal Education, Advice and Referral (CLEAR) team. The CLEAR team consists of a staff of approximately 24 advocates, including volunteer attorneys, and 2 legal assistants. Staff on CLEAR work in Seattle and other NJP locations, including some telecommuters

CLEAR advocates and staff work together as part of a statewide law firm, and in collaboration with other Alliance for Equal Justice legal aid providers, to bring high-quality civil representation to the State's indigent populations and communities. CLEAR advocates provide a range of telephonic services (including advice, document preparation and negotiation with opposing parties) to low-income clients and seniors on a wide variety of high priority substantive law issues. Cases address domestic violence, preserve low-income housing options, secure health and income opportunities, protect vulnerable consumers, overcome barriers to employment, help clients access justice systems, and other matters to help secure the long-term well-being of low-income individuals and communities.

### **Duties:**

The Assistant Senior Attorney works under the supervision of the CLEAR Senior Attorney. Activities include but are not limited to assisting the CLEAR Senior Attorney with:

- Supervising CLEAR advocates' (including paid staff and volunteer attorneys and paralegals) case-related work
- Primary review of casework assigned to CLEAR paralegals
- Overseeing case management (quality control, case-related problem solving, case file review)
- Supervising and providing feedback on call productivity
- Assuring compliance with NJP, LSC, OCLA and other funders' requirements
- Assisting CLEAR advocates in maintaining appropriate workloads
- Serving as a Conflicts Coordinator pursuant to NJP Program Policy number 33
- Providing ongoing support for CLEAR advocates
- Assisting in training/mentoring of new CLEAR advocates
- Consulting with CLEAR advocates on substantive and procedural case questions

- Fostering positive work relationships and promoting cooperation within CLEAR, NJP and the Alliance for Equal Justice.

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

**Qualifications:**

- Washington State Bar Association membership in good standing, the ability to acquire membership through reciprocity, or ability to take the next Washington bar exam is required.
- Knowledge of areas of law most frequently handled by CLEAR (housing, family, consumer/debt, public benefits)
- Experience performing a broad range of brief services in a hotline context
- Familiarity with the civil legal aid delivery system in Washington State
- Familiarity with CLEAR referral partners in Washington State
- Knowledge of different funding source requirements (LSC, Title III-B, OCLA, VOCA, etc.)
- Comfortably able to learn and use call center reporting software and analyze reports
- Ability and willingness to provide constructive criticism in a positive way
- Appreciation of the differing strengths, skills and styles of CLEAR advocates
- Good judgment, ability to handle stress, initiative, and willingness to work as a team

Demonstrated experience and/or connection to NJP's client communities is preferred. The Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to support NJP's and the broader legal aid community's commitment to race equity.

**Applications:** Resume and letter of interest should be sent to Karen Holland at [karenh@nwjustice.org](mailto:karenh@nwjustice.org). Letters of interest and email subject line should clearly reference CLEAR Assistant Senior Attorney. Materials should be submitted no later than September 19, 2018.

*The Northwest Justice Project is committed to a policy of equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. NJP actively promotes mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, or any other perceived differences. This policy strengthens the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply.*