



Northwest Justice Project

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César E. Torres
Executive Director

Job Announcement Staff Attorney - CLEAR Program – Bilingual English/Spanish

The Northwest Justice Project (NJP) seeks a qualified attorney to work on its statewide legal aid “hotline,” CLEAR (Coordinated Legal Education, Advice and Referral) to provide legal advice, limited assistance, and referral on civil legal problems. CLEAR attorneys serve as part of a statewide team of legal aid advocates who work cooperatively to provide legal assistance to the State's indigent population. Litigation experience is a plus, though this is not a litigation position. NJP is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to the diversity and excellence of legal services community.

All NJP attorneys work as part of a comprehensive, statewide equal justice delivery system to ensure that low income persons have access to the legal help they need.

This positions is full-time.

DUTIES:

1. Conduct telephone based client interviews. Provide advice and, as appropriate, legal assistance, which may range from verbal or written advice, to negotiating a resolution on the client's behalf;
2. Use a computerized system for contemporaneous recording of client information and case notes, conflict checking, case management, and determining appropriate referrals;
3. Maintain familiarity with areas of civil law affecting the low income population of Washington.
4. Engage with partners in the legal services delivery system;
5. Develop self-help and legal education materials for the client community;
6. Some attorneys may review and supervise the work of other staff;
7. Communicate about any matters relating to program integrity and the equal justice needs of the client community including program priorities and delivery system concerns;

QUALIFICATIONS:

1. Prior experience in the practice of poverty law or equivalent experience;
2. Member in good standing of the Washington State Bar Association or admitted within a reasonable length of time after employment;
3. Strong interviewing skills and ability to work under pressure with clients in crisis.
4. Technologically independent: possess dependable computer skills in word processing and the ability and interest to learn new software applications necessary for the efficient administration of the project.

5. Typing skills sufficient to contemporaneously document client intake
6. All applicants must have a desire to work with clients and colleagues who are diverse with respect to socio-economic status, culture, and interest.
7. Demonstrated experience and/or connection to NJP's client communities is preferred.
8. Bilingual skills in a language common in our client communities is preferred but not required.

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.

SALARY: Salary is dependent upon experience. NJP offers an attractive benefits package, including medical, dental and disability coverage in addition to a law school loan assistance program.

TO APPLY: Interested candidates should send a cover letter, current resume and writing sample to: Karen Holland at karenh@nwjustice.org. Email subject line should clearly reference "Staff Attorney – CLEAR - Bilingual" position. Cover letter should include description of any past experience and competence, personal or professional, working with low income or other marginalized communities. Include proficiency in languages other than English on the resume, **Application deadline: November 15, 2018.**

The Northwest Justice Project (NJP) 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, gender, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, or any other perceived differences. This policy strengthens and enriches the program while reinforcing its commitment to basic human fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process should contact Karen Holland at 206-707-0802.