



Northwest Justice Project

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César E. Torres
Executive Director

Job Announcement Staff Attorney, CLEAR/Crime Victims (CV)

The Northwest Justice Project (NJP) is a not-for-profit statewide law firm that pursues its mission through legal representation, community partnerships, and education to combat injustice and promote the long-term well-being of low-income individuals, families, and communities throughout Washington.

NJP seeks applications from qualified attorneys to fill the Staff Attorney position in our CLEAR/Crime Victims (CV) unit. This position is funded under the federal Victims of Crime Act provided through a sub-contract with the state Office of Civil Legal Aid. NJP anticipates continued receipt of these funds and the positions are not subject to any specific grant or contract term. This is a full-time position. This position is located in Seattle.

CLEAR CV is an exciting NJP project that collaborates statewide with victim services partner agencies to address the legal needs of the agency's domestic violence clients. The legal services are provided to empower victims of crime to obtain the safety and ongoing protections they need to overcome trauma and live crime free. The attorneys meet telephonically with clients through an appointment system and provide advice, brief consultation, limited and extensive pro se assistance to victims, and referral to an NJP field office or other resource for more extended representation if needed. Much, but not all, of the legal work relates to the immediate safety, ongoing protection and family law needs of the clients, with other legal needs such as housing, consumer debt, education, employment and public assistance needs addressed as part of the crime victim service response.

Minimum qualifications for all successful applicants include:

- Member of the Washington Bar or willing and able to take next bar exam
- Strong oral and written communication skills
- Prior legal experience in serving crime victims, with a priority for family law, preferably in a legal aid or comparable practice or demonstrated commitment to providing civil legal services to the poor
- Strong interviewing skills and ability to work under pressure with clients in crisis.
- Ability to collaborate effectively with other advocates, service providers and client groups
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.
- Cultural competency; especially with immigrants, crime victims, people with disabilities, limited English proficient persons, and seniors.
- Experience working with low-income and/or immigrant persons is highly preferred.
- Direct experience working with crime victims is a plus.

- 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.
- Typing skills sufficient to contemporaneously document client intake
- Proficiency in a language prevalent in our client communities is preferred.

SUMMARY OF DUTIES:

- 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;
- Use a computerized system for contemporaneous recording of client information and case notes, conflict checking, case management, and determining appropriate referrals;
- Maintain familiarity with areas of civil law affecting the low income population of Washington.
- Engage with partners in the legal services delivery system;
- Develop self-help and legal education materials for the client community;
- Communicate about any matters relating to program integrity and the equal justice needs of the client community including program priorities and delivery system concerns;

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 CV" 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.