Washington State Office of Civil Legal Aid

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Notice of Position Vacancy

Position: **Children's Representation Program Counsel**
Agency: **Office of Civil Legal Aid**
Open: **March 29, 2021**
Close: **Until Filled; first review of applications will begin on May 1, 2021**
Job Type: **Regular Half-Time (50%), FLSA Exempt**
Salary: **$45,000 to 50,000 Annually DOQ**
Location: **Flexible -- Determined on the Location and Needs of the Best Candidate**

Overview

The Washington State Office of Civil Legal Aid (OCLA) is an independent judicial branch agency that manages and oversees state appropriations for civil legal aid in Washington State. RCW 13.34.100(6) provides for the appointment of attorneys to represent children in all dependency cases six months following termination of parental rights. Attorneys contracted to represent legally free children must comply with specific practice, training, and caseload standards developed by a Children's Representation Work Group in 2010 and are currently being revised.

RCW 13.34.100 (6) (c) (iii) and RCW 2.53.045 assign administration, oversight, and state contracting responsibility to the Office of Civil Legal Aid (OCLA). OCLA intends to hire a half-time Program Counsel to assist the Children's Representation Program (CRP) Manager in implementing, monitoring and effectively supporting the provision of legal representation for children as required by current law and as it may be expanded in coming years. This position has the potential to become full-time at a later date.

Primary Activities

The CRP Program Counsel will assist the CRP Manager in running the program for which state funding is available to underwrite the appointment of attorneys to represent children in accordance with the practice, caseload, and training standards outlined in RCW 13.34.100(6). Such activities will include, but not be limited to, the following:

a) Assist the CRP Manager in monitoring performance under contracts with individual attorneys and agencies, including conducting periodic performance assessments of attorney contractors engaged to represent children in child welfare cases.
b) Assist the CRP Manager in ensuring sound fiscal management and accountability of the Children's Representation Program.
c) Work with the CRP Manager to provide necessary information to legislative members and staff.
d) Provide technical assistance and support to CRP contract attorneys where needed.
e) Assist in the recruitment and training of contract attorneys.
f) Organize webinars and live continuing legal education (CLE) training programs and apply, as necessary, for CLE credits with the Washington State Bar Association.
g) Monitor, maintain, and update as needed the CRP listserv and CRP website.
h) Represent the OCLA CRP on appropriate child welfare-related committees.

Skills & Background

a) Licensed to practice law in Washington State (required.
b) Substantial experience representing children in dependency proceedings in Washington State (required).
c) Experience supervising, mentoring, or providing case-specific support for other attorneys (preferred).
d) Experience working with low-income, Black, Indigenous, and other people of color (BIPOC), persons who identify as gender or sexual minorities, individuals who have experienced trauma, individuals with disabilities, and individuals who present characteristics disproportionately represented among children and youth in the child welfare system (preferred).
e) Other relevant lived experiences.
f) Knowledge of and experience with the federal Indian Child Welfare Act.

Reporting

The Children's Representation Program Counsel will report to the CRP Program Manager.

Compensation and Benefits

Salary: $45,000 - $50,000 DOE (pro-rated full time)
Benefits: Pro-rated contributions to medical/dental, life insurance, and long
             term disability insurance programs
Leave: Pro-rated paid vacation and sick leave benefits
Retirement: Pro-rated contributions to state retirement benefits

Click here for more benefit information

Application Procedure

Applications should be filed electronically with ocla@ocla.wa.gov and should include the subject heading **Statement of Interest Children's Representation Project Manager.**

Submissions must include:

- A cover letter and resume outlining (a) the attorney's experience in providing standards- based representation to children in child welfare cases and (b) other relevant information that is responsive to the skills and background outlined in this Notice
- A list of at least three (3) peer attorney and judicial references A self-edited writing sample

CLOSING DATE: The announcement will remain open and applications taken until the position is filled. OCLA reserves the right to close the recruitment at any time.

Additional Information

The Office of Civil Legal Aid (OCLA) is committed to equity and inclusion in hiring and employment practices and full compliance with federal and state equal employment opportunity and non-discrimination laws. OCLA strongly encourages members of diverse and historically disfavored demographic communities to apply. OCLA will not discriminate against any person on the basis of race, creed, color, national origin, citizenship, or immigration status; families with children; gender (including gender identify or gender expression); marital status; sexual orientation; age; veteran or military status; the presence of any sensory, mental, or physical disability (actual or perceived); or the use of a trained dog guide or service animal by a person with a disability. Individuals needing a reasonable accommodation for the application or interview process, should contact Hope Hough at hope.hough@ocla.wa.gov or (360) 705-5564.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability considerations. We also support Washington State greenhouse gas reduction efforts. We therefore take a generous approach to telecommunication and remote work activity.