



EMPLOYMENT OPPORTUNITY

POSITION TITLE: **Staff Attorney, Skagit Volunteer Lawyer Program**

COMPENSATION: \$2,000 – \$2,500 per month, DOQ

PROGRAM SUMMARY

The Skagit Volunteer Lawyer Program is a cooperative partnership between the Skagit County Bar Association and Community Action of Skagit County (Community Action). The Volunteer Lawyer Program (VLP) provides free, high quality, efficient and innovative civil legal assistance to low income people through the recruitment, training, mentoring, supervision and support of volunteer lawyers. The VLP relies on the participation of lawyers who volunteer their time to assist low-income residents of Skagit County with their civil legal needs. Pro bono services are provided through advice only clinics and brief service, unbundled legal services and full direct representation. Program activities are supervised by a Steering Committee designated by the Skagit County Bar Association and by the Community Services Division Director of Community Action. The VLP is hosted at Community Action, which provides grant financial management services. For organizational purposes, the staff attorney is an employee of Community Action.

POSITION SUMMARY

The Staff Attorney is an exempt, half-time position, 18.75 hours per week, working under the direction of the Skagit Volunteer Lawyer Program Manager. The primary functions of the Staff Attorney are:

1. Recruit volunteer attorneys to participate in program activities.
2. Coordinate and supervise the administration of remote legal clinics as designated, including the Wills clinic and the clinic in Concrete.
3. Coordinate and supervise the mentoring program.
4. Identifying client legal issues and triaging services.

The Staff Attorney's duties are primarily of volunteer lawyer coordination and program administration nature rather than the direct delivery of legal services. The Staff Attorney works to develop, strengthen and preserve the program's capacity to work effectively, efficiently, independently, and collaboratively in the provision of pro bono civil legal services to indigent persons in Skagit County. The Staff Attorney will interface, as appropriate, with other programs within Community Action, as well as with external organizations in the fulfillment of job functions. The Staff Attorney's primary function is to coordinate the delivery of pro bono legal services by volunteer attorneys in designated legal clinic settings and to coordinate and manage the mentoring program.

RECRUITMENT CLOSURES

Open until filled. Priority consideration will be given to application packets received by Monday, January 8, 2017.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

The Staff Attorney will undertake a large range of duties under the direction of the Program Manager. These duties will include, but not be limited to:

- Assist the Program Manager in coordination of program services including legal advice clinics, community education classes, limited scope representation, and full direct representation.
- Recruit volunteer attorneys and coordinate the delivery of legal services at the Concrete legal clinic
- Recruit volunteer attorneys to participate in the mentoring program and coordinate and provide ongoing program support to the participants.
- Recruit volunteer attorneys to participate in the wills clinic and coordinate and provide ongoing program support to the participants.
- Develop and maintain ongoing working relationships with Skagit County attorneys in order to foster active participation in the program, and with Community Action programs and external community organizations to enhance access to civil legal assistance.
- Coordinate and schedule volunteer attorneys for participation in various program activities.
- Maintain records of client eligibility, client contacts, and services provided in compliance with grant requirements.
- Develop and maintain working relationships with community organizations to enhance access to civil legal assistance.
- Assist the Volunteer Lawyer Program to achieve and sustain compliance with best practice standards as set forth in the Washington Pro Bono Program Standards.
- Develop mechanisms and tools in pursuit of program goals, including such material as forms, volunteer recruitment and retention techniques, and program development strategies.
- Facilitate and coordinate the provision of training and mentoring for individual volunteer attorneys.
- Think creatively about gaps in pro bono civil legal services in Skagit County and develop recommendations for action
- Participate on limited occasions in the direct delivery of legal advice and other legal services to low income clients as instructed by the Program Manager. (The position is primarily a program administration position as opposed to a direct service delivery position.)

QUALIFICATIONS INCLUDE:

The Staff Attorney will have the following qualifications:

Education and Experience:

- Washington State Bar Association membership in good standing.

Knowledge, Skills, and Abilities:

- Knowledge of civil legal procedures and poverty law legal issues.
- Competency in Microsoft Office Suite applications, including Excel, word, PowerPoint, Publisher and Outlook.
- Working knowledge of standard office procedures and technologies (telephone, computer, printer, photocopier, scanner, facsimile machine, 10-key) is needed.
- Experience working with volunteers
- A demonstrated cultural competency and experience working with low-income client communities, which may include diverse racial and ethnic backgrounds, persons with limited English proficiency, persons with disabilities, the elderly, etc.
- A demonstrated passion and commitment to the principles of Access to Justice and to the development of programs and initiatives designed to ensure that low-income persons have access to the legal help they need.
- A demonstrated ability to work with a wide variety of skillsets and personalities.

- Excellent leadership and communication skills, a positive leadership style, a collaborative approach to problem-solving and a big picture visionary.
- Articulate and exhibit clear and dynamic communication skills—oral, written and presentation.
- Good judgment and strong interpersonal skills.
- Excellent organizational and time management skills.
- Demonstrated legal issue identification and problem solving skills.
- Ability to work both independently and collaboratively.
- Innovative and have the ability and willingness to explore new techniques.
- Ability to work under pressure and meet deadlines.
- Knowledge of civil legal procedure and proficiency in the legal subject area of domestic relations.

Other desired Qualifications:

- Program design experience and/or project management experience.
- Experience providing civil legal services to low-income clients, preferably in a volunteer lawyer program setting.
- Experience recruiting and managing volunteers
- A strategic thinker and creative problem-solver with strong analytical skills
- Familiarity with the Skagit County court system.

Licenses(s) and Certification(s)

- Must have a valid Washington State Driver’s License and auto liability insurance if personal vehicle is used for work-related travel.

TO APPLY:

Please provide all items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form*, (2) your resume, and (3) a letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position.

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

**Application forms and job announcements are available at the above address and also at our website, www.CommunityActionSkagit.org.*