



## Job Announcement

### Bilingual (English/Spanish) 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 agencies' 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, 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
- Must be bilingual (English/Spanish)
- Strong oral and written communication skills
- Prior legal experience serving crime victims, with a priority for family law experience
- Experience in a legal aid or comparable practice setting is preferred, or a 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 populations 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 interviews
- Proficiency in a language prevalent in our client communities is preferred

**SUMMARY OF DUTIES:**

- Conduct telephone based client interviews. Provide advice and, as appropriate, brief service, which may range from oral 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;
- Occasional travel to conduct outreach may be 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.

**COMPENSATION:**

Starting salary is based upon years of experience, with an annual salary range starting at \$61,933 to \$115,754. We offer a comprehensive benefits package, which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

**Hours of work:** NJP's typical client office hours are 9:00 – 5:00, Monday through Friday. Attorney positions are exempt and those in the position are expected to work the hours needed to meet the professional responsibilities.

**Application Deadline: Open Until Filled**

**To Apply: Submit a letter of interest, current resume and writing sample to Victoria Hester at [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org). Cover letter and email subject line should clearly reference "Staff Attorney – CLEAR/Crime Victims". Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. **The Northwest Justice Project is especially interested in qualified candidates whom are professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity.****

*NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen 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. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact Victoria Hester at (206) 707-0998.*