



## Washington State Office of Civil Legal Aid

### Notice of Position Vacancy

**Position:** Training Coordinator (Half-Time) Children's Representation Program  
**Agency:** Office of Civil Legal Aid  
**Open:** March 1, 2021  
**Close:** Open Until Filled; OCLA reserves the right to close the recruitment at any time.  
**Job Type:** Regular Half-time  
**Salary:** 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 state judicial branch agency that, among other things, administers and oversees the state's programs for appointed counsel to represent children and youth in dependency cases. OCLA's Children's Representation Program (CRP) underwrites and oversees the delivery of [standards-based](#), effective, equity-informed, and culturally competent attorney representation for children and youth for whom attorneys are appointed under state law in a manner that improves permanency and wellbeing outcomes for these children and youth consistent with their stated and legal interests.

OCLA is looking for an exceptional individual with a passion for equity and justice for children and youth involved in the child welfare system. The CRP Training Coordinator will be responsible for developing and delivering a core training curriculum for CRP contracted attorneys. As outlined in RCW 13.34.212(3)(e):

The statewide children's legal representation program is responsible for the recruitment, training, and oversight of attorneys providing standards-based representation pursuant to (a) and (c) of this subsection as provided in RCW [2.53.045](#) and shall ensure that attorneys representing children pursuant to this section provide legal services according to the rules of professional conduct, the standards of practice, caseload limits, and training guidelines adopted by the children's representation work group established in section 9, chapter 210, Laws of 2021.

Consistent with this legislative directive, the CRP training curriculum will be grounded in revised standards for representation and training developed by the Standards Work Group established pursuant to section 9, chapter 210, laws of 210 and adopted by the Supreme Court's Commission on Children in Foster Care, and will be designed to ensure the highest quality of child-directed, race equity informed, trauma informed and culturally competent representation of children and youth for whom a right to appointed counsel attaches. An important component of

this work involves collaborating with stakeholders to ensure that the interests of young people and the efforts to address disproportionality in the child welfare system are prioritized.

OCLA's CRP Program is committed to helping foster fundamental change to Washington State's child welfare and juvenile court practices that have historically and continue to cause disproportionate harms to children and youth of color, who have a range of learning and related disabilities, who are victims of multiple and compounding traumas, and who have never had a legal voice in the process.

### **Duties and Responsibilities**

- Develop and deliver equity-based trainings for contract attorneys that support technical skills and substantive legal advocacy pursuant to the standards of practice, caseload limits, and training guidelines adopted by the Washington State Supreme Court Commission on Children in Foster Care
- Monitor contract attorney compliance with training requirements per contract terms
- Ensure trainings are responsive to the needs of contracted attorneys. The training coordinator will regularly survey current contractors to assess desired training needs.
- Coordinate with the Washington State Bar Association's MCLE Department to secure approval of CLE credits for CRP training
- Promote OCLA-sponsored trainings and other relevant CLEs being provided by other entities to CRP contracted attorneys
- Keep current on emerging legal issues in the child welfare system and other systems impacting child welfare-involved children and youth
- Organize annual regional trainings including both training logistics and content
- Recruit and engage qualified trainers

### **Qualifications**

- Experience and demonstrated competency with adult learning and pedagogy (required)
- JD, educational training certification, or prior experience developing and delivering high quality training to child welfare system professionals (required)
- Experience working within the child welfare system, including working knowledge of superior and juvenile court operations (preferred)
- Cross-cultural experience, especially with BIPOC youth (preferred)
- Excellent organizational skills (required)
- Proficiency in Microsoft Word, Excel, PowerPoint and graphic design software (required)
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQIA or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically disproportionately overrepresented in child welfare and in the law and justice systems (required)

### **Reporting**

The Children's Representation Training Coordinator will report to the CRP Program Manager and the CRP team.

### **Compensation and Benefits**

Salary: DOQ  
Benefits: Paid contributions to medical/dental, life insurance, and long term disability insurance programs (pro-rated)  
Leave: Paid vacation and sick leave benefits (pro-rated)  
Retirement: Paid contributions to state retirement benefits (pro-rated)

**[Click here for more benefit information](#)**

### **Application Procedure**

Applications should be filed electronically with [jobs@ocla.wa.gov](mailto:jobs@ocla.wa.gov) and should include the subject heading **Statement of Interest Children's Representation Program Counsel**.

Submissions must include:

- A cover letter and resume outlining the applicant's credentials and professional/lived experience that is responsive to the skills and background outlined in this Notice
- A list of at least three (3) peer professional references
- A self-edited writing sample describing the outcomes of a specific project or program that the applicant has managed or been involved with as a principal
- Application for State Jobs (Word file)

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