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Phone (253) 572-5134

## POSITION ANNOUNCEMENT

[vls@tacomaprobono.org](mailto:vls@tacomaprobono.org)  
[www.tacomaprobono.org](http://www.tacomaprobono.org)

**Job Title:** Victims of Crime Act (VOCA) Staff Attorney  
**Salary:** Full-time, \$50,000/year (grant funded and non-negotiable)  
**Benefits:** Medical/dental insurance; vacation, sick leave, and paid holidays  
**Application Deadline:** July 1, 2017  
**Start Date:** Preferred by July 31, 2017; position open until filled

Laurie Davenport  
Program Director

### Program Role

The mission of the Tacoma-Pierce County Bar Association Volunteer Legal Services Program (VLS) is to ensure meaningful access to justice for low-income individuals who have civil legal needs in Pierce County, Washington, by providing clients with volunteer attorney advice, self-help materials, and paralegal support.

### Nature of Work

The VLS VOCA Staff Attorney will provide civil legal assistance to victims and survivors of domestic violence, sexual assault, stalking, harassment and other crimes, including financial exploitation. Services will include advice and counsel, brief services at follow-up appointments, and extended representation and litigation. The VLS VOCA Staff Attorney will assist clients with protection orders, family law proceedings, as well as address legal issues surrounding collateral impacts of victimization. The VLS VOCA Staff Attorney position will be an essential part of the *Integrated Rural Legal Assistance Project (IRLAP)* in Pierce County, partnering with VOCA-funded staff attorneys located in the Tacoma offices of Northwest Justice Project (NJP) and Northwest Immigrant Rights Project (NWIRP). This project seeks to provide legal services primarily (but not exclusively) to victims who have significant barriers accessing legal assistance due to limited English proficiency (LEP), immigration status, rural isolation, and other factors that make them particularly vulnerable.

### Essential VOCA Staff Attorney Functions

- Provide legal assistance to clients in urgent situations to ensure the safety of the survivor and their family.
- Collaborate with Pierce County IRLAP partners, other Washington VOCA-funded attorneys, community partners, and victim service and advocacy agencies in order to conduct community outreach, identify the most significant problems experienced by the target population, improve delivery of services, and develop systemic solutions.
- Collaborate with VLS staff to improve and enhance existing family law programs.
- Mentor and supervise interns, externs and volunteers as needed.
- Participate in general program volunteer recruitment and CLE trainings.

### Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to sit and/or stand for extended periods of time; interact with computer screens and manipulate essential computer components (i.e. mouse and keyboard). Mobility around the office, and abilities to bend/stoop, push/pull, and perform unassisted lifting consistent with the job duties are required.

### Experience and Qualifications

- Licensed to practice law in Washington; family law, courtroom, and trial experience preferred.
- Experience working with survivors of domestic violence, sexual assault and other crime victims; ability to work with clients experiencing severe trauma.
- Cultural competency; especially with crime victims, seniors, people with limited English proficiency and clients with physical or mental disabilities.
- Practice working directly with low-income clients and individuals from diverse ethnic, cultural, and socio-economic backgrounds.
- Exposure to and comfort working with interpreters.
- Demonstrated ability to work both independently and collaboratively with others.
- Established commitment to providing civil legal services to low-income clients.
- Proficiency with Microsoft Office and LegalServer or other case management software.

### To Apply

To be considered for this position, please submit a letter of interest, resume, and 3 professional references to Laurie Davenport, Program Director, at [vls@tacomaprobono.org](mailto:vls@tacomaprobono.org).

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