



Northwest Justice Project

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César E. Torres
Executive Director

Job Announcement

CLEAR Crime Victims (CV)-VOCA Staff Attorney

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 a Staff Attorney position in our CLEAR Crime Victims (CV) unit. This position is funded under the federal Victims of Crime Act, 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 located in Seattle.

CLEAR CV is an exciting NJP project that collaborates statewide with domestic violence and crime victim services partner agencies to address the civil legal needs of crime victims across the state. CLEAR CV attorneys meet telephonically with clients through an appointment system and provides advice, brief consultation, limited, and intensive pro se assistance to victims, and referral to an NJP field office or other resource for extended representation as needed. Much, but not all, of the legal work relates to the immediate safety, ongoing protection, family law needs. CLEAR CV attorneys also assist DV victims and general crime victims with non-family civil legal needs such as housing, consumer debt, education, employment and public assistance as part of services to crime victims. CLEAR CV services are designed to empower victims of crime to obtain ongoing protections and stability needed to overcome trauma and the consequences of victimization

The CLEAR CV-VOCA Attorney is also the designated back-up to VOCA-funded Staff Attorneys in NJP's Seattle and Kent offices to ensure continuity of services when field office, direct representation capacity is unavailable for extended periods of time. During these times, the CLEAR CV-VOCA Attorney would provide direct and in-court representation to VOCA clients as appropriate.

Minimum qualifications for all successful applicants include:

- Member of the Washington Bar or willing and able to take next bar exam
- Strong oral and written communication skills
- Prior legal experience in serving general crime victims and domestic violence victims, preferably in a legal aid or comparable practice

- Family Law litigation experience
- 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 ability to facilitate and support grant reporting and adhere to grant compliance requirements.
- Cultural competency; especially with immigrants, crime victims, people with disabilities, limited English proficient persons, and seniors.
- Demonstrated commitment to, and experience working with very low-income and/or immigrant communities strongly 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 intake
- Proficiency in a language prevalent in our client communities is preferred.

SUMMARY OF DUTIES:

- Conduct telephone based client interviews. Provide advice and, as appropriate, legal assistance, which may range from verbal 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 communities in 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;
- When necessary, provide direct, in-person advocacy, including litigation to address client legal needs arising from the consequences of victimization.

SALARY: Salary is dependent upon experience. NJP offers an attractive benefits package, including medical, dental and disability coverage in addition to a law school loan assistance program.

TO APPLY: Interested candidates should send a cover letter, current resume and writing sample to: Sue Encheran, suee@nwjustice.org. Email subject line should clearly reference “Staff Attorney – CLEAR CV-VOCA” position. Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities. Application deadline: Until filled.

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, 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 Karen Holland at (206) 707-0803.