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Sexual Assault Legal Services Attorney

Job Code: 19-12001
Reports to: Doris O'Neal
Position Status: Regular Full Time
Home Site: Phillis Wheatley Branch
Location: 2820 E Cherry St Seattle, WA 98122

Summary:

This position is part of YWCA of Seattle | King | Snohomish's Gender Violence Prevention and Intervention Services Department (support for victims of sexual assault and domestic violence) and is guided by the YWCA's mission of eliminating racism and empowering women.

YWCA's Sexual Assault Legal Services program aims to improve the legal response to survivors of sexual violence through (1) holistic legal representation in the City of Seattle; (2) consultation for survivors, attorneys and advocates assisting survivors; (3) on-site legal seminars for clients of community programs and pro-se clinics for eligible victims; (4) brief services and resources for survivors, attorneys and sexual assault advocates.

The Staff Attorney implements the core services provided by Sexual Assault Legal Services. The ideal candidate will be a solutions-oriented, multi-tasking social justice advocate who is adept at facilitating creative and strategic trauma-informed legal representation and assistance for victims of sexual violence.

This position has a social justice component that requires critical thinking through the lens of racism and intersections with poverty. Knowing the core principals of antiracism and grounding those principles in everyday work are required job skills and core values. As an equal opportunity employer, we highly encourage people of color to apply.

2 Positions Available

Responsibilities:

Direct Services & Trainings

- Collaboration with all YWCA departments for sexual assault and domestic violence referrals. This includes a holistic team approach where confidential client files and information are shared with the Gender Violence Prevention and Intervention Services Director and staff
- Uses a screening/intake/triage process to identify the victim's multiple legal and social service needs

- Attorneys will create a plan with victims to meet their triaged needs. These plans will include Holistic Legal Representation (assistance with paperwork, filings, court preparation consistent with the service standards from the Seattle Office of Crime Victims Advocacy), Limited Legal Services, and Legal Information and Referral Hotline Services. ***This position does not accompany the client during court proceedings, unless requested by the Program Director***
- Staff the Sexual Assault Legal Services hotline for survivors of sexual violence and provide legal consultation, brief services and referral to callers
- Assist in conducting trainings for attorneys, advocates and other professionals working with victims of sexual assault
- Survey or interview participants over the age of 18, co-created by MODVSA, who participated in activities related to the program
- Collect and report client-level demographic and service data using policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases per YWCA and HSD contract compliance for confidentiality and legal practices
- Prepare 1st and 4th Quarterly Narrative Status Reports for the City of Seattle Human Services Department
- Draft legal publications and resources for survivors, attorneys, advocates and the general public

Community Relations (Internal and External).

- Work collaboratively and engage with community partners to facilitate holistic client services
- Establish and maintain collaborative relationships with other YWCA departments, community partners, client populations and funders

Other Responsibilities

- Actively engages in agency-wide Race and Social Justice Initiative (RSJI), and strives for racially equitable outcomes; takes responsibility for creating and maintaining a safe and welcoming community by making room for people of color, trans and gender-non-conforming folks, and other populations who routinely encounter systemic oppressions
- Incorporate the department's Race and Equity Work Plan
- To continue understanding of the YWCA's mission of race and gender equity, YWCA staff will participate in continuing education
- Adhere to all Volunteer Services protocol relative to volunteer usage, recognition and monitoring
- Assure that clients, residents, staff, volunteers and community partners are treated with respect and dignity regardless of race, ethnic background, gender or socioeconomic background
- Communicate regularly with Director of Gender Violence Prevention and Intervention Services
- Attend required safety trainings and meetings; follow all safety and health guidelines, standards, practices, policies and procedures; and actively participate in the agency's Emergency Preparedness program and activities
- This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals will perform other duties as assigned

Qualifications & Core Competencies:

- Juris Doctorate degree
- Valid license to practice law in the State of Washington
- Five years of experience in the practice of law, preferably in the field of family law and experience working with victims of violence, particularly sexual assault, domestic violence, or child abuse, whether in a legal or non-legal capacity
- Valid driver's license and ability to travel independently to off-site meetings
- Proficient in legal writing, court preparation, legal referral and understanding of the judicial system
- Prefer fluency in a language other than English
- Experience with teaching/training other professionals
- Experience working with communities of color and people from different cultures than your own
- Demonstrated understanding of racism and its intersections
- Demonstrated commitment to anti-racist principles
- Demonstrated knowledge and skills of basic computer competencies such as emailing, calendaring, entry-level data entry and familiarity with Microsoft Office products
- Core Competencies Expected: Planning and Organizing (Time Management), Attention to Detail, Oral and Written Communication, Specialized Knowledge, Collaboration, Fostering Diversity, Social Justice Advocacy

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing this position, the employee:

- All positions at YWCA Seattle | King | Snohomish are exposed to clients who have experienced or are experiencing trauma in various forms including but not limited to: domestic violence, sexual violence, homelessness, unemployment, financial hardship, etc. As a result, staff are at risk of secondary trauma. Employees are encouraged to seek external support and maintain self-care when working indirectly or directly with clients. Continuously exchanges information through listening and talking with agency staff, volunteers, clients and individuals in the community
- Frequently stands, walks, sits, and climbs in performing duties and in traveling to off-site meetings
- Frequently reaches and grasps using telephones and computers
- Occasionally lifts and carries up to 10 lbs. of paperwork, files, and materials

**Continuously = Over 80% of the time * Frequently = 20-80% * Occasionally = Under 20%*

Hours, Rate & Benefits:

- Hourly rate: DOE
- Regular, Full-time, 40 hours per week
- Pay grade: 34
- FLSA Classification: Exempt
- Excellent benefits package including medical insurance, retirement plan, plus generous vacation, holiday and sick leave plans
- At the time of hire, employees may choose to voluntarily enroll in the Fidelity 403b Plan. Typically after two years of employment, employees are eligible to participate in the YWCA Retirement Fund

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