



POSITION ANNOUNCEMENT

621 Tacoma Ave. S., Suite 303
Tacoma, Washington 98402
Phone (253) 572-5134

Job Title: Staff Attorney/QLAW Clinic Coordinator

Opening: March 28, 2017

Deadline: April 14, 2017; position open until filled

Salary: Full-time, \$50,000/year (grant funded and non-negotiable)

Benefits: Medical/dental insurance; vacation, sick leave, and paid holidays

vls@tacomaprobono.org
www.tacomaprobono.org

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 by providing clients with volunteer attorney advice, representation, self-help materials, and paralegal support.

Nature of Work

This position will (1) provide legal assistance to clients eligible for services in Pierce County under the ***South Sound Immigrant Survivor Project (SSISP) and Legal Help for Incarcerated People (LHIP) project*** and will (2) develop and coordinate a new program designed to provide services for eligible LGBTQ ***QLAW Clinic*** clients in the State of Washington.

- (1) Legal services will include emergency services, advice and counsel, limited representation in court, brief services at clinics and appointments, and extended representation and litigation. Under the South Sound Immigrant Survivors Project, the VLS Staff Attorney will partner with Northwest Immigrant Rights Project and Tacoma Community House to provide a variety of legal services to eligible clients. This project seeks to provide legal services primarily to victims who have significant barriers accessing legal assistance due to limited English proficiency (LEP), immigration status and other factors which make them particularly vulnerable. This position will also participate as needed in the Legal Help for Incarcerated People (LHIP) program which serves individuals incarcerated at the Washington Correctional Center for Women with a regular legal clinic and limited representation to complete family law actions.
- (2) As QLaw Clinic Coordinator, this position will work 80 hours per month with VLS staff, the QLaw Foundation Board and staff of volunteer attorney organizations and LGBTQ centers in Tacoma, Seattle, Spokane, Kennewick and Yakima to develop a referral program to serve QLaw Clinic clients.

The Staff Attorney/QLAW Clinic Coordinator position will also generally be prepared to train and supervise attorney and non-attorney volunteers, participate in community outreach, design and present CLEs, and supervise clinics as needed.

Essential Functions

- Provide legal assistance, including emergency services, advice and counsel, limited representation in court, brief services at clinics and appointments, and extended representation and litigation, to eligible clients referred through the South Sound Immigrant Survivor Project and Legal Help for Incarcerated People.
- Provide support, supervision, outreach and coordination of QLAW Clinics in Washington.
- Develop QLAW's current clinical offerings into Yakima, Spokane, and Kennewick.
- Work with VLS staff and the QLAW Foundation Board to develop clinical outreach and volunteer recruitment with other Washington volunteer attorney programs
- Work with VLS staff and other Washington volunteer attorney programs to develop mechanisms for screening potential clients, performing initial intake, properly entering and coding information and coordinating legal assistance to QLAW clients.
- Attend monthly QLAW Board meetings.
- Cultivate and maintain relationships with professionals, community groups, partner agencies, local courts, law firms, and pro bono attorneys to benefit the work of the TPCBA VLS Program and the QLAW Clinic project
- Supervise paralegal student and volunteer legal assistants to ensure that effective and competent assistance is provided for client follow-up appointments and drafting of LHIP pleadings. Review all non-attorney volunteer work product; review legal documents and forms for completeness and conformance to specific requirements set forth in Washington State and Pierce County Local Rules.
- Participate in the monthly LHIP clinic to provide client advice and review pleadings with clients as needed. Review all client pleadings, file and present pleadings ex parte.
- Mentor and assist pro bono attorneys with pro bono full representation cases and coordinate appropriate support.
- Coordinate with the TPCBA VOCA attorney and other Washington VOCA attorneys on appropriate referral of individual cases for emergency or ongoing VOCA representation.
- Assist Director with grant writing and reporting as necessary.
- Assist in the development, organization, and presentation of CLE events as necessary.
- Performance of other job-related duties as assigned.

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, LGBTQ clients, 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.

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