

***Thurston County Volunteer Legal Services***  
PO Box 405 Olympia, WA 98507  
www.tcvls.org



**Thurston County Volunteer Legal Services**  
**Pro Bono Clinic and Housing Justice Program Coordinator**  
**Job Description**

**Position Location: Olympia Washington**

**Overview of Organization:**

Thurston County Volunteer Legal Services (TCVLS) is a 501 (c) 3 organization that helps low-income individuals and families get legal help for certain civil (non-criminal) types of legal situations. Trained volunteer attorneys help people navigate the legal system to resolve their own legal problems by providing legal advice and consultation. Occasionally we can match clients with attorneys for full representation. TCVLS provides legal services in Thurston, Mason, Grays Harbor, Pacific, and Lewis Counties.

**Position Summary:**

The Pro Bono Clinic and Housing Justice Program Coordinator (“Program Coordinator”) has overall responsibility for the efficient and effective operations of free legal clinics for low-income residents of Thurston, Mason, Grays Harbor, Pacific, and Lewis Counties. While coordinated by TCVLS staff, the pro bono legal services are provided by attorneys who volunteer their time. The Program Coordinator also has the primary responsibility for the operation of the Housing Justice Project in Thurston County plus outreach responsibility to Unlawful Detainer respondents in all five counties of our service delivery area. Services for housing and evictions can be both clinic and court-based services by volunteers, contract or staff attorneys.

The Program Coordinator is also responsible for the recruitment and retention of volunteer attorneys and non-volunteers needed for the smooth operation of the clinics.

The Program Coordinator supervises two positions: Clinic Coordinator who organizes legal advice clinics and a Staff Assistant who answers the public phone line, screens callers and online referrals for eligibility, schedules clients, and provides data entry into our case management system. The Program Coordinator also oversees non-attorney volunteers who provide related services.

**Other Information:**

This position is paid at an hourly rate and is full time up to a maximum of 35 hours per week. The position requires daytime, evening and some weekend hours. The Program Coordinator must have a valid Washington State Driver’s License and automobile insurance. The Program

Coordinator is required to use a personal vehicle to drive to neighboring counties and must license his or her own vehicle.

The position serves at will and reports to the Executive Director.

**Major Areas of Responsibility:**

This position has primary responsibility to ensure efficient and effective operations either directly or through staff or volunteers in these areas:

- Client screening and scheduling
- Volunteer recruitment, retention, and management
- Legal Advice Clinic scheduling and operations
- Housing Justice Project, including the Eviction Defense Project and the Eviction Resolution Pilot Project
- Monitoring calendars for evictions in remote counties and arranging legal consultation as available,
- Data base management, analysis, and reporting
- Supervision of Clinic Coordinator and Staff Assistant
- Working collaboratively with staff attorneys to ensure clients are referred to the Direct Representation and Individual and Family Safety programs.

A clinic coordinator and staff assistant report to the Program Coordinator are part of the team providing these services.

There are currently six legal advice clinics in Thurston County (including two held in partnership with SafePlace), one in Grays Harbor County and one in Pacific County. Additional clinics are planned. One legal clinic will be restored in Mason Clinic when pandemic restrictions are eased and another one started in partnership with CIELO. A legal advice clinic will also be organized for Lewis County as soon as possible.

Housing Justice Project is a partnership between TCVLS and Thurston County Superior Court. TCVLS organizes volunteer attorneys to be available at the weekly Unlawful Detainer court calendar for representation for those being evicted. TCVLS volunteer attorneys also provides legal advice and consultation for other landlord-tenant issues. The Program Coordinator is solely responsible for successful operation of Housing Justice Project.

While funding is available, the Program Coordinator is also responsible for assigning cases to contract attorneys participating in the Eviction Defense Project. This position is also the primary contact with the Dispute Resolution Center of Thurston County for the Eviction Resolution Pilot Program and the recruitment of attorneys to consult with tenant participants.



The Program Coordinator is staff participant at Board of Director committees as follows: Program, Volunteer Recruitment and Retention and Equity. The position also represents TCCLS at community housing meetings. Other community-based meetings may be attended as time permits.

### **Required Knowledge, Skills and Abilities:**

- Significant leadership skills and enthusiasm for working with volunteers.
- Understanding of and commitment to the principles of Access to Justice.
- Understanding of trauma-informed practices when working with our clients.
- Commitment to engaging in culturally competent relationships and ensuring that our programs, operations, and volunteers are unbiased and nonracist.
- Demonstrated ability to supervise staff using performance management and team-based problem solving.
- Ability to direct volunteers (including volunteer lawyers) to perform specific tasks.
- Strong, clear communication skills.
- Ability to work a non-traditional work schedule that can include a mix of evening, daytime, and occasional weekend work.
- Ability to communicate effectively in English with individuals of varying backgrounds and levels of sophistication (interpreters are available for times when other languages are needed).
- Strong commitment to confidentiality.
- Ability to refrain from giving legal advice.
- Highly organized and able to juggle completing priorities.
- Ability to track data and outcomes and produce reports.
- Ability to work collaboratively with staff, volunteers, board members and community partners.
- Competency in Microsoft Office 365 (word processing, calendars, etc).
- A valid Washington state driver's license, automobile insurance and a personal vehicle for travel to counties in our service delivery area.

### **Desired Knowledge, Skills and Abilities**

- Strong writing skills.
- Experience in and knowledge of the legal system (including types of legal problems, terms, and civil procedure).
- Understanding of housing advocacy and the Washington State Residential Landlord-Tenant Act.

## **Desired Education and Experience**

- Bachelor of Arts in Social Work or similar field.
- Experience working with individuals and families in poverty.
- At least two years of supervisory experience
- Volunteer Management

## **Physical Requirements:**

The position requires use of a desktop computer, laptop, printer, copier, and phone (including answering system). The Program Coordinator talks to clients and volunteers and staff constantly and must be able to understand what they say. The Program Coordinator must be able to read and intake form and transfer handwritten information by typing into a client database.

The Program Coordinator must be able to lift chairs and tables without wheels to move them into position while setting up and cleaning up after clinics.

The Program Coordinator is required to travel by car to remote counties and must be able to sit for long periods of time during travel status.

## **Salary Range and Benefits**

- \$20.00 to \$25.00 per hour
- Health Stipend
- Vacation and Sick Leave

*Thurston County Volunteer Legal Services*  
*Serving Thurston, Mason, Grays Harbor, Pacific, and Lewis*  
*Counties*

PO Box 405 Olympia, WA 98507 • 360-515-5381



**TCVLS IS RECRUITING!!!**

## **Pro Bono Clinic and Housing Justice Program Coordinator**

*Thurston County Volunteer Legal Services (TCVLS) is a 501 (c) 3 organization that helps low-income individuals and families get legal help in certain non-criminal laws. Trained volunteer attorneys help people navigate the legal system to resolve their own legal problems by providing legal advice and consultation. Occasionally we can match clients with attorneys for full representation. TCVLS provides legal services in Thurston, Mason, Grays Harbor, Pacific, and Lewis Counties.*

**Thurston County Volunteer Legal Services (TCVLS) is recruiting for its core position of Pro Bono Clinic and Housing Justice Project Coordinator. This is a full-time position (35 hours per week) and supervises 1.5 FTEs.**

### **Position Summary:**

The Pro Bono Clinic and Housing Justice Program Coordinator (“Program Coordinator”) has overall responsibility for the efficient and effective operations of free legal clinics for low-income residents of Thurston, Mason, Grays Harbor, Pacific and Lewis Counties. The Program Coordinator also has the primary responsibility for the operation of the Housing Justice Project in Thurston County plus outreach responsibility to Unlawful Detainer respondents in all five counties of our service delivery area.

The Program Coordinator supervises two positions: Clinic Coordinator who organizes legal advice clinics; and a Staff Assistant who answers the public phone line, screens callers and online referrals for eligibility, schedules clients, and provides data entry into our case management system. This position also supervises any non-attorney volunteers who provide related services.

The Program Coordinator is also responsible for the recruitment and retention of volunteer attorneys and non-volunteers needed for the smooth operation of the clinics.

**Please read the full Position Description on our website:  
<https://tcvls.org/category/jobs/>**

**Compensation:**

- \$20 to \$25 per hour, depending on qualifications.
- Health Stipend of \$300 per month
- Vacation and Sick Leave

This position requires daytime hours and some evening and weekend hours. The Program Coordinator must have a valid Washington State Driver's License and automobile insurance. The Program Coordinator is required to use a personal vehicle to drive to neighboring counties and must license his or her own vehicle.

**HOW TO APPLY:** A complete application packet must be received no later than Monday, February 1, 2021. Candidates must include a cover letter, a resume that reflects the desired education and experience, and a list of three references (please include phone numbers). Application packets can be mailed or e-mailed to:

**Thurston County Volunteer Legal Services  
P.O. Box 405  
Olympia, WA 98507-0405  
or  
Director@tcvls.org**

*TCVLS is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. TCVLS staff and its Board of Directors believe in the power of diversity and are committed to building a culturally inclusive team.*

