



Job Announcement
Staff Attorney – Contract Attorney Program

The Northwest Justice Project (NJP) is a not-for-profit statewide law firm with a mission of Combatting Injustice • Strengthening Communities • Protecting Human Dignity. NJP secures justice for people in or near poverty through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education, and other advocacy. NJP seeks applications from qualified attorneys committed to supporting its mission through the work of the Contract Attorney Program (CAP). This is a full-time position. The location is flexible, based on space available in an existing NJP office.

NJP receives funding from the federal Legal Services Corporation (LSC). LSC requires NJP to use a portion of its grant to involve private attorneys in the delivery of legal services to low-income individuals and families. NJP meets this requirement in part through CAP, a judicare model of civil legal aid, that engages private attorneys to provide assistance at a reduced rate on high priority cases in geographic areas where demand exceeds the NJP field office capacity and other free legal services are not available.

CAP is administered and supported by one fulltime and one part-time CAP staff attorney. The CAP Attorney will provide case assessment and technical support to private contract attorneys. The CAP Attorney will also provide support for NJP's case acceptance and placement functions through the Screening Unit, CLEAR and the field offices located throughout the state.

JOB DUTIES: The CAP staff attorney will undertake a range of duties including, but not limited to:

- Work with fellow part-time CAP Staff Attorney to maintain and develop a panel of contract attorneys who agree to accept high priority cases when NJP or other free legal services are not available. CAP Attorney will also coordinate efforts to grow contract attorney resources with NJP's Pro Bono Coordinator.

- Determine whether a case meets NJP priorities and LSC compliance for a CAP referral, identify and assess client litigation goals, consider the work necessary to achieve the client's goals and determine the scope of the referral, assess merits of the case, assess the client's ability to work with a private attorney, making an overall determination on whether a case is appropriate for assistance through CAP.
- Serve as resource for private contract attorneys on case strategy, client management demands, professional ethics issues that arise and problem-solving related issues (including potential client grievances or dissatisfaction) to ensure high quality representation by the contract attorney.
- Refer cases to contract attorneys as the budget allows. Monitor the budget and manage referrals and case assignment system as needed.
- Work with administrative team and Pro Bono Coordinator to develop a Private Attorney Involvement Plan and related budget for private attorney contract services.
- Oversee and administer private attorney contracts.
- Receive and review contract attorney invoices, work with contract attorneys and their staff on LSC compliance issues, including obtaining required documentation from clients, submit approved invoices to the NJP Accounting Office, and work with the Accounting Office on payment and budget issues.
- Utilize NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and reporting needs. Monitor open CAP cases. Obtain periodic case status updates. When a contract attorney closes a case, obtain closing documentation, send closing letters to clients, review case files for LSC compliance, and close client files.
- Engage with volunteer lawyer programs and other legal service providers who utilize private attorneys in service delivery to coordinate services as appropriate.
- Other duties as assigned to support NJP's case intake and acceptance functions in coordination with the Screening Unit and CLEAR hotline.

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

QUALIFICATIONS:

- Washington State Bar membership in good standing, the ability to acquire membership through admission by motion, or willing and able to take next bar is required
- Experience in family law and housing law preferred.
- Experience in affirmative litigation in state and federal courts is a plus, but not required.

- Applicants should be culturally competent and have demonstrated experience working with low-income client communities, communities of color, limited English and persons with disabilities
- Excellent verbal and written communication skills.
- Proficiency in using Microsoft Office Suite.
- Accurate and attentive to detail with high level of organization.

COMPENSATION:

Starting salary is based upon years of experience, with an annual salary range starting at \$62,233 to \$118,185. We offer a comprehensive benefits package which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of work: NJP's typical client office hours are 9:00 – 5:00, Monday through Friday. Attorney positions are exempt and those in the position are expected to work the hours needed to meet the professional responsibilities.

To Apply: Submit a letter of interest, current resume and writing sample to Human Resources at attorneyresume@nwjustice.org. Cover letter and email subject line should clearly reference "Staff Attorney – CAP." Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. **The Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity.**

Application Deadline: September 18, 2020

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, gender identity, gender expression, 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 the Human Resources Department by calling (206) 464-1519.

