



Job Announcement
Staff Attorney – Advanced Care Planning Project and Seniors/Elder Law
King County – Seattle Office

The Northwest Justice Project (NJP) will receive funding from the State of Washington to coordinate a project related to advance care planning for persons with dementia, and from Seattle-King County to provide legal services to seniors (age 60 and older). Initially, this position will be staffed as a combined project by an NJP staff attorney.

NJP seeks applications from qualified attorneys committed to supporting our mission. Experience working with seniors and on issues related to advanced care planning and other aspects of Elder Law is an essential qualification for this position. Experience with public benefits available to seniors is a plus. Applicants will be culturally competent and have demonstrated experience working with low-income client communities, communities of color, limited English speakers and persons with disabilities.

Northwest Justice Project is especially interested in qualified candidates with professional, personal and/or service experience that allows them to contribute to and support the legal aid community's commitment to race equity. Applicants must be willing to engage with the community to be served as well as with other advocates and professionals who provide advanced care planning and a broad range of other services to seniors. The position is based in Seattle and reports to the King County Public Benefits/Special Projects Unit Senior Attorney.

GENERAL JOB DUTIES:

The attorney will undertake a range of duties including, but not limited to:

- Work collaboratively to provide day-to-day legal assistance and direct representation to eligible senior clients in all relevant forums, including state, federal, administrative agencies, and appellate courts.
- Use strategic methods and a broad range of advocacy tools to address high priority client needs, particularly in the areas of health care, advance planning and public benefits. Work collaboratively with NJP attorneys to facilitate client services in other areas of the law (including housing, consumer, and family law).
- Engage with client community members and organizations, facilitate legal education events for Elder Law attorneys on advance care planning and other legal needs

- impacting seniors, participate in community outreach and Know Your Rights events for client groups, health care providers and social and human services providers.
- Develop a system to and facilitate referrals of clients to pro bono Elder Law attorneys for help with advance care planning.
 - Serve as a resource to system and service providers working with or on behalf of older adults, by providing consultation to service providers, engaging with justice system stakeholders, and serving as a resource to other advocates on areas of current or acquired expertise. In particular, be able to manage the production and distribution of an Advanced Care Planning Toolkit in collaboration with an advisory group.
 - Utilize NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and grant/contract reporting needs. Maintain and manage data collection needs for grant reporting and compliance with funding resources.

NJP has an organizational commitment to fight racism and embrace equity and inclusion in both those we serve and those we employ. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

MINIMUM QUALIFICATIONS:

- Member of the Washington State Bar Association, or if licensed in another state, able to gain admission by motion.
- Strong oral and written communication skills
- Demonstrated competence in working with diverse individuals and communities and specifically seniors and persons with disabilities.
- Demonstrated ability to maintain successful relationships with community organizations, other advocates, and governmental agencies.
- Commitment to providing civil legal services to the poor
- Ability to collaborate effectively with other advocates, service providers and client groups
- Ability to work with a diverse group of lawyers, clients and colleagues
- Demonstrated cultural competence with immigrants, persons of color, persons with disabilities (including cognitive disabilities) and other diverse communities
- Ability to travel within the service area
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.

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.

PREFERRED QUALIFICATIONS:

- 3 years' experience civil litigation or administrative law experience.
- Experience working with seniors and older adults; expertise in the legal issues impacting seniors.
- Experience with administrative law, particularly with public benefits (social security, Medicaid, COPES).
- Experience bringing affirmative litigation in state or federal court and addressing systemic issues, especially in a legal aid or related advocacy 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 Victoria Hester at attorneyresume@nwjustice.org. Cover letter and email subject line should clearly reference "Staff Attorney –Seniors/Elder Law". Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. A separate application should be submitted for each position. The Northwest Justice Project is especially interested in qualified candidates who's professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity.

Closing date: March 6, 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 Victoria Hester at 206-707-0998.