



Northwest Justice Project

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Executive Director

Job Announcement Temporary Staff Attorney - CLEAR Program

The Northwest Justice Project (NJP) has received one-time funding from Legal Services Corporation (LSC) to expand its capacity to serve the expected increase in need for our services arising out of the COVID-19 emergency. As a result, NJP will add two temporary full-time Staff Attorneys to its statewide legal aid “hotline,” CLEAR (Coordinated Legal Education, Advice and Referral) to provide legal advice, limited assistance, and referral on housing/landlord-tenant legal problems. The anticipated employment duration for this position is expected to be July 1, 2020 - December 31, 2020. These positions will be located in NJP’s Seattle office, but may also include remote work as required by the changing needs of the COVID crisis.

CLEAR attorneys serve as part of a statewide team of legal aid advocates who work cooperatively to provide legal assistance to the State's indigent population. Litigation experience is a plus, though this is not a litigation position. NJP is especially interested in qualified candidates who’s professional, personal and/or service experience allows them to contribute to the diversity and excellence of legal services community.

JOB DUTIES:

- Conduct telephone based client interviews. Provide advice and, as appropriate, legal assistance, which may range from verbal or written advice, to negotiating a resolution on the client's behalf;
- Use a computerized system for contemporaneous input of client information and case notes, conflict checking, case management, and determining appropriate referrals;
- Maintain familiarity with laws affecting housing/tenancies of low-income population of Washington;
- Engage with partners in the legal services delivery system;
- Communicate about any matters relating to program integrity and the equal justice needs of the client community including program priorities and delivery system concerns.

QUALIFICATIONS:

- Prior experience in the practice of poverty law or equivalent experience;
- Prior experience in the practice of Washington landlord-tenant law is strongly preferred;
- Member in good standing of the Washington State Bar Association;



- Strong interviewing skills and ability to work under pressure with clients in crisis;
- Technologically independent: possess dependable computer skills in word processing and the ability and interest to learn new software applications necessary for the efficient administration of the project;
- Typing skills sufficient to contemporaneously document client intake while talking to clients on the phone;
- All applicants must have a desire to work with clients and colleagues who are diverse with respect to socio-economic status, culture, and interest;
- Demonstrated experience and/or connection to NJP's client communities is preferred;
- Fluency in Spanish or a language common in our client communities is preferred but not required.

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.

Salary Range: Starting salary is based upon years of experience, with an annual salary range starting at \$63,233 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 their 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 "Temporary Staff Attorney – CLEAR." Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities.

Application Deadline: Applications are reviewed as they are received and until the position is filled.

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.