



## **JOB DESCRIPTION**

**TITLE:** SVLS Staff Attorney

**LOCATION:** YWCA Opportunity Place, Seattle WA (2024 3<sup>rd</sup> Avenue, Seattle, 98121)

**REPORTS TO:** Legal Director, Sexual Violence Legal Services

**SUMMARY:** This position has a social justice component that will require critical thinking around how external systems impact the work we are doing through the intersectional lens of racism and poverty. Knowing the core principles of antiracism and grounding those principles in everyday work, as well as working well in non-white environments and championing anti-racism policy, are required job skills and core values. As an equal opportunity employer, we highly encourage people of color to apply.

This is a temporary position with funding through December 31, 2018, with the possibility of becoming permanent dependent upon continued funding.

The YWCA's Sexual Violence Legal Services (SVLS) aims to improve the legal response to survivors of sexual violence through (1) holistic legal representation in King and Snohomish Counties; (2) consultations for survivors, attorneys and advocates assisting survivors statewide; (3) trainings and education for legal professionals and advocates statewide; and, (4) brief services and resources for survivors, attorneys and sexual assault advocates statewide.

The Staff Attorney implements the core services provided by SVLS. The ideal candidate will be a solutions-oriented, multi-tasking social justice advocate who is adept at facilitating creative and strategic trauma-informed legal representation and assistance for victims of sexual violence.

## **RESPONSIBILITIES:**

Direct Services

- Provide direct trauma-informed legal representation to petitioners for sexual assault protection orders in King County where the court has appointed counsel.
- Provide legal representation to sexual assault survivors in King and Snohomish Counties on a broad range of non-tort legal matters.
- Staff the SVLS hotline for survivors of sexual violence and provide legal consultation, brief services and referral to callers.
- Assist in conducting trainings for attorneys, advocates and other professionals working with victims of sexual assault and abuse.
- Provide limited technical assistance and support to civil attorneys, prosecutors, and other legal professionals representing victims of sexual assault.
- Conduct legal clinics in diverse communities on the legal rights of sexual assault victims.
- Draft legal publications and resources for survivors, attorneys, advocates and the general public.

#### Program Administration

- Assist Legal Director in ensuring that grant and contract deliverables are met.
- Maintain program and administrative records.

#### Community Relations (Internal and External)

- Work collaboratively and engage with community partners to facilitate holistic client services.
- Establish and maintain collaborative relationships with other YWCA departments, community partners, client populations and funders.

#### Other Responsibilities

- Incorporate the YWCA's Social Justice Initiative by understanding how racism, sexism, classism and other oppressions intersect and are embedded in all institutions and systems. Recognize that solving racism is the root of how we understand and heal from these -isms.
- Show demonstrated ability to interact with people of different cultures.
- Active commitment to learning about, understanding, and dismantling racial, gender and class inequities.
- Adhere to all Volunteer Services protocol relative to volunteer usage, recognition and monitoring. Work alongside volunteers, where applicable. Understand where internalized oppressions (superiority and inferiority) play a role in volunteer and client interaction and know ways to address these oppressions from a solutions-based perspective.
- Assure that volunteers are treated with respect and dignity regardless of race, ethnic background, gender or socioeconomic background. Understand how racism has played a role in defining what respect and dignity is and use racial equity and multiracial perspectives when teaming with volunteers.
- Communicate regularly with Legal Director.

- Performs other duties as assigned.

#### **QUALIFICATIONS AND COMPETENCIES:**

- Juris Doctor degree.
- Valid license to practice law in the State of Washington.
- Two years of experience in the practice of law, preferably in the field of family law and at least one of SVLS's other main practice areas (civil rights, immigration, housing, employment, education, income maintenance, consumer rights, or privacy matters in criminal and civil cases).
- Valid driver's license and ability to travel independently for off-site meetings and to engage in mobile advocacy.
- Experience working with victims of violence, particularly sexual assault, domestic violence, or child abuse, whether in a legal or non-legal capacity.
- Litigation experience (whether in motions practice, trials, administrative hearings, or appellate advocacy).
- Fluency in a language other than English, or other personal qualities that contribute to the YWCA's commitment to diversity.
- Experience with teaching/training other professionals.
- Demonstrated understanding of the intersection of racism and poverty.
- Core Competencies: Planning and Organizing (Time Management), Attention to Detail, Oral and Written Communication, Specialized Knowledge, Collaboration, Fostering Diversity, Social Justice Advocacy

#### **PERFORMANCE STANDARDS**

- *Customer Service:* We treat our customers with culturally competent courtesy and respect, and react with urgency and sensitivity to their important concerns.
- *Social Justice:* Collectively and individually, we work to eliminate the effects of racism, sexism, homophobia, ageism and other oppressions and help our clients achieve equitable outcomes, outcomes that prioritize those with multiple barriers, in the areas we serve.
- *Teamwork:* We value individual excellence in the achievement of organizational goals and work effectively as a team for the benefit of the YWCA and our stakeholders. We acknowledge that cultural competence is required when evaluating effective work and teamwork and that the voice of our staff of color, immigrant and refugee staff, LGBTQ staff and other marginalized staff comes through as positive, effective and relational in a variety of ways, and that internalized superiority or inferiority can play a role in how a staff member interacts on teams. We work to understand barriers that staff may be facing and support staff that are facing multiple barriers.
- *Communication:* We communicate openly, honestly and accurately with our internal and external stakeholders. We listen respectfully, solicit feedback and are open to the suggestions and solutions of others. We understand that internalized oppressions play a

role in how and what we communicate and what we gatekeep. We work to be accountable gatekeepers, acknowledge our superiority and inferiority while communicating and create a flat structure where power is not front and center in the communication that we engage in.

- *Integrity:* We are ethical and trustworthy in our business practices and interactions with each other.
- *Accountability:* We are accountable to each other and our communities, and we seek to continuously improve the quality of our services. We are transparent in sharing information with stakeholders and the public.

**PHYSICAL DEMANDS OF THIS POSITION:** *The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing this position, the employee:*

- Continuously exchanges information through listening and talking with agency staff, volunteers, clients and individuals in the community
- Frequently stands, walks, sits, and climbs in performing duties and in traveling to off-site meetings
- Frequently reaches and grasps using telephones and computers
- Occasionally lifts and carries up to 10 lbs. of paperwork, files, and materials

*\* Continuously over 80% time, Frequently 20-80% time, and Occasionally under 20% time*

**HOURS, RATE & BENEFITS:**

- Full-time, 35 hours per week
- FLSA Classification: Exempt, salaried (\$32.97 per hour)
- Occasional evening and/or weekend hours may be required.
- Generous benefit package including medical insurance, retirement plans, plus generous vacation, holiday and sick leave plans
- At the time of hire, employees may choose to voluntarily enroll in the Fidelity 403b Plan. Typically after two years of employment, employees are eligible to participate in the YWCA Retirement Fund.

**TO APPLY:** Please send cover letter, resume, references and a sample of your work-product (no more than 10 pages) to [svls@ywcaworks.org](mailto:svls@ywcaworks.org). Indicate in your cover letter if you prefer SVLS retain your application for future consideration. Please no phone calls.

**CLOSING DATE:** Accepted on a rolling basis but priority will be given to applications received by Feb 25, 2018.

YWCA Seattle | King | Snohomish is an Equal Opportunity Employer