



## **Job Announcement**

### **Assistant Managing Attorney – Eviction Prevention Unit – Eastern Region**

Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of Combating 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 currently seeks applications from qualified attorneys for the position of Assistant Managing Attorney for the statewide Eviction Prevention Unit (EPU). NJP's Assistant Managing Attorneys play a critical role in the statewide units and local office/regional delivery of civil legal assistance to low-income communities across Washington State. The Assistant Managing Attorneys of the EPU are responsible for tasks delegated by the EPU Managing Attorney to support the overall management of the EPU staff located throughout the state. The EPU has four AMAs that provide support to different regions across Washington and work together to coordinate statewide support.

The Eastern Region Assistant Managing Attorney reports to the Managing Attorney of the EPU. This is a full-time, exempt position. The Eastern AMA's primary coverage area is the EPU's Eastern Region and will be located in NJP's Spokane Office. The counties this position covers are: Spokane, Lincoln, Whitman, Garfield, and Asotin, although the role will also include statewide coordination and support.

NJP requires all employees to be vaccinated against COVID-19. Providing proof of COVID-19 vaccine is a condition of employment. Exemptions based on medical and sincerely held religious beliefs may be requested per NJP's EEO employer policy.

### **RESPONSIBILITIES**

The Assistant Managing Attorney will carry out his/her/their responsibilities as assigned by and as appropriate in collaboration with the EPU Managing Attorney. The Assistant Managing Attorney will assist the EPU Managing Attorney in carrying out some or all of the following Managing Attorney responsibilities:

- Operating and maintaining an effective Eviction Defense Unit to protect the rights and homes of low-income persons facing eviction throughout Washington State.
- Ensuring that staff work to advance NJP's mission and vision, consistent with NJP program and regulatory policies and procedures.
- Providing direct supervision of advocate and support staff, ensuring that staff are trained and mentored in the delivery of eviction defense services throughout the state, and overseeing statewide community outreach about the availability of eviction defense representation and assistance as may be necessary.

- Together with the Statewide Advocacy Counsel for housing and the EPU Management team, acting as a liaison between the Eviction Defense Unit and NJP field offices and other units to ensure effective coordination between NJP programs to identify needed systemic improvements in eviction defense and housing rights around the state.
- Acting as a liaison between NJP’s Eviction Defense Unit and other organizations and contract attorneys providing eviction defense services to low-income tenants throughout Washington.
- Forging relationships with and between providers of eviction mediation services, rental assistance providers, and the courts to ensure justice for low-income renters facing eviction across the state.

The responsibilities to be assigned by the EPU Managing Attorney to the EPU Assistant Managing Attorney may include some or all of the following:

**Supervision of Advocate and Support Staff**

Communicates clear performance expectations for all unit staff, as well as providing necessary support to enable staff to meet expectations.

Support staff:

- Works collaboratively to provide basic tools required to perform duties, including identification and support of training needs.
- Performance management: Provides regular, ongoing supervision and informal coaching in addition to participating in NJP’s defined performance appraisal process.
- Professional Development: Works collaboratively with support staff to identify opportunities for skill development, leadership opportunities, staff recognition and rewarding achievement.
  - Takes appropriate steps to improve any deficiencies in performance.

Attorney/Advocacy staff:

- Oversight of Case Management:
  - Case assignment/review
    - Supervision of client services/quality control
    - Compliance requirements.
- Training Needs: Engages with each advocate to identify and support training needs.
- Performance management: Provides regular, individualized, ongoing coaching and conducts NJP’s defined performance appraisal process.
- Professional Development: Identifies opportunities for skill and career development, leadership opportunities, staff recognition and rewards achievement.
- In consultation with the Deputy Director and/or Director of Advocacy and/or the Senior Managing Attorney and/or the Statewide Advocacy Counsel, as appropriate, serves as resource for unit staff to problem solve including, but not limited to:

- Ethical issues;
  - Regulatory compliance;
  - Quality concerns/malpractice/risk management;
  - Conflict resolution.

**Development, maintenance of local community, public relations and community engagement:**

- Develops and implements a plan for providing eviction defense services within each county for which NJP is tasked to for provide eviction defense services, including coordination with courts, Alliance for Equal Justice partners, volunteer attorneys, contract attorneys, mediators, and other providers who may be essential to providing effective eviction defense services.
- With respect to eviction defense, and in consultation with the Statewide Advocacy Counsel for housing, develops and maintains relationships key to work with eviction defense partners and stakeholders.

**Case Review, Acceptance and Priority Setting**

- Manages system for case acceptance, assignment and implementation of Right-to-Counsel by monitoring caseloads consistent with OCLA-adopted guidance.
- Makes unit caseload capacity and related decisions, including identifying when the unit has reached capacity and communicating capacity issues to the courts, as needed to ensure competent case handling within unit.
- Facilitates the unit's case assignment process to ensure compliance with NJP program policies and grant requirements.

**Program Policy and General Compliance**

- Lead the unit in a manner consistent with/in furtherance of:
  - NJP Strategic Plan and other strategic goals and initiatives;
  - NJP Hiring Practices;
  - Program process related to performance review of office/unit staff;
  - Administrative and Accounting Procedures, including Timekeeping and Grant Compliance.
  - NJP's Race Equity and Justice Initiatives;
  - Personnel Policies;
  - Collective Bargaining Agreement;
  - NJP Program Policies;
  - Caseload guidelines;
  - Other program policies and procedures as from time to time established and/or revised by NJP.

### **Leadership**

- Leads unit to ensure high-quality services, create a cohesive work environment, maintain good morale and address support needs within the unit.
- Participates in the implementation and development of NJP's Strategic Plan and other program-wide initiatives.
- Communicates staff concerns to the Managing Attorney.
- Communicates impacts of program policy to the Managing Attorney and related staff needs, accomplishments of team efforts and other staff recognition, etc.
- Advises the Managing Attorney as to office/unit policy initiatives, advocates for office/unit team and for local clients and community needs, recognizes and rewards innovative solutions to client and community needs and report as appropriate.
- Participates in and contributes to meetings with the regional Managing Attorney group (E+), statewide Managing Attorney meetings, and the statewide Housing Task Force.

### **Equity and Inclusion**

NJP has adopted the Washington Race Equity and Justice Initiative (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. NJP expects all staff to uphold the REJI commitments and approach their role with a desire to learn and grow in this area. The Assistant Managing Attorney is expected to act as a leader in these efforts, center race equity in advocacy determinations, support staff's anti-racist growth and development, and be committed to identify, and work to address Unit and program challenges and shortcomings in this work area. The Assistant Managing Attorney is expected to act as a leader in these efforts with a willingness to identify, address and combat personal and organizational shortcomings.

### **QUALIFICATIONS:**

- Minimum three (3) years' legal experience with strong litigation skills required
- Experience litigating housing or unlawful detainer actions strongly preferred
- Prior experience successfully managing or supervising others in a professional environment preferred
- Experience in a formal or informal leadership role helpful
- History of successfully mentoring other attorneys and/or law students required
- Leadership of, involvement in, or demonstrated ability to identify and successfully pursue strategic, systemic, and affirmative advocacy
- Commitment to advancing racial equity and experience with incorporating racial equity principles into advocacy and leadership
- Appreciation of the differing strengths, skills, and styles of those supervised
- Good judgment, ability to handle stress, initiative, and willingness to work as a team
- Strong oral and written communication skills

- Demonstrated relevant work experience as well as a commitment to serving low-income persons
- Willingness and ability to engage with the communities to be served
- Washington State Bar Association membership in good standing or active license in another state with the ability to obtain WSBA membership by motion is required.
- Language proficiency in a language spoken by our client communities, especially Spanish, is a plus

*NJP will consider the full breadth of a candidate's experience to determine an applicant's qualification for the position.*

**Salary Range:** Specific salary will be based upon relevant experience, beginning at \$75,000 annually

Cover letter should include description of any experience, personal or professional, with low income or other marginalized communities. 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.

**To apply: Please send your resume, cover letter, and writing sample to [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org)**

**Application Deadline: This position will remain open until 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 the Human Resources Department by calling (206) 464-1519.*