



Northwest Justice Project

Job Announcement **Staff Attorney – CLEAR CV** (Coordinated Legal Education, Advice, and Referral)

Northwest Justice Project (NJP) is a not-for-profit statewide law firm with a mission of combatting injustice, strengthening communities, and 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.

NJP seeks a full-time attorney to work at CLEAR CV. CLEAR (Coordinated Legal Education, Advice, and Referral) is NJP's telephone-based legal assistance and referral unit. CLEAR CV is the part of CLEAR dedicated to serving the needs of crime victims. CLEAR CV works closely with victim services agencies across Washington to address the civil legal needs of crime victims, including survivors of domestic violence. The attorneys meet telephonically with clients to provide advice, some unbundled services, and, where available, referrals to an NJP field office or other resource for more extended assistance if needed. CLEAR CV attorneys work to secure the immediate safety, ongoing protection, and family law needs of their clients. CLEAR CV also addresses crime victims' other civil legal needs (around, for example, housing, consumer debt, education, employment, and public assistance) as part of the crime victim service response.

All NJP attorneys work as part of a comprehensive statewide equal justice delivery system to ensure that low-income people have access to the legal help they need. This position involves no litigation, but litigation experience is a plus. NJP is interested in qualified candidates whose professional, personal and/or service experience allows them to contribute to the diversity and excellence of the legal services community.

The assigned office location for this job is flexible. The role can be performed in a primarily remote setting, provided that the person can travel for in-person staff meetings and conferences as needed, and that other required working conditions for telecommuting are met.

RESPONSIBILITIES

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

- Conducting client interviews by phone and providing legal advice and appropriate brief services. Brief services may range from ghostwriting a letter to negotiating a resolution on the client's behalf.

- Using NJP's case management software for contemporaneous recording of client information and case notes, conflict checking, case management, and identifying appropriate referrals.
- Maintaining familiarity with areas of civil law affecting the low-income population of Washington.
- Engaging with partners in the legal services delivery system.
- Helping to develop legal education and self-help materials for the client community.
- Communicating about any matters relating to program integrity and the equal justice needs of the client community, including program priorities and delivery system concerns.
- Supporting the work of peers in a collegial environment.
- Doing outreach to new and existing partners to maintain close ties with the organizations who refer clients to us, and to bring CLEAR CV services to underserved communities.
- Occasional travel to conduct outreach and attend in-person meetings will be required.

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.

QUALIFICATIONS

- Member of the Washington Bar, willing and able to take next bar exam, or if licensed in another state, able to gain admission by motion.
- Strong, trauma-informed interviewing skills and the ability to work under pressure with clients in crisis.
- A nuanced understanding of domestic and intimate partner violence.
- The ability to contemporaneously document client intake.
- Technological independence: dependable computer skills and the ability and interest to learn new skills and software applications as necessary for the efficient administration of the project.
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.
- Ability to collaborate effectively with other advocates, service providers, and client groups.
- Prior experience in the practice of poverty law or equivalent experience.
- Cultural competency, especially with survivors of domestic violence and other crime victims, as well as immigrants, people with disabilities, limited English proficient persons, and seniors.
- Demonstrated experience with and/or connection to NJP's client communities is preferred.
- Experience working with survivors of domestic violence/intimate partner violence, especially survivors from historically marginalized populations, low-income populations, and/or immigrant populations is preferred.

COMPENSATION: Starting salary is based upon years of experience, with an annual salary range starting at \$80,142 to \$140,712. 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 a.m. to 5:00 p.m., 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: Please apply by sending your cover letter, resume, and writing sample to attorneyresume@nwjustice.org; Please clearly note "Staff Attorney – CLEAR CV in the subject line. Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities.

Application Deadline: February 28, 2025.

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 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 or emailing attorneyresume@nwjustice.org