



Northwest Justice Project

Job Announcement Legal Assistant – Medical Legal Partnership (MLP) Seattle

Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of **Combatting 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 seeks an experienced Legal Assistant to join its Medical-Legal Partnership (MLP) team. This is a full-time, grant-based position, and is privately funded through long-time partnerships with Seattle Children’s Hospital and Harborview Medical Center.

The MLP Legal Assistant will maintain a professional working relationship with colleagues, program partners, the client community, the legal community, and the community-at-large; will understand and demonstrate sensitivity to the needs of low-income persons; will want to work in a challenging, fast-paced, mission-driven environment; will understand program accountability as a publicly funded service entity; and, will be excited to learn.

Our medical partners require MLP staff to be (or become) vaccinated against flu and COVID-19 for onsite work. Providing proof of flu and COVID-19 vaccine is a condition of employment. Exemptions based on medical and sincerely held religious beliefs may be requested.

SUMMARY OF DUTIES:

- Conduct new client intake and open new files using NJP’s electronic case management system.
- Independently prepare correspondence, legal pleadings, and other documents from notes and instructions from legal advocates, as well as from a working knowledge of state and federal court rules.
- Track new MLP referrals and prepare weekly meeting agendas.
- Conduct screening of new referrals.
- Manage litigation, mediation, and outreach calendar for legal advocates.
- Manage and complete a variety of time-sensitive tasks assigned by different advocates.
- Arrange for service and filing of pleadings.
- Work with Front Desk staff to manage MLP mail.

- Coordinate scheduling of interpreters and clients on behalf of advocates.
- Maintain client files and records, including maintenance of electronic files, consistent with program policy and funding requirements.
- Serve as a liaison between MLP legal advocates and project partner staff, including medical providers, social workers, and program coordinator.
- Assist in the collection and management of monthly reports, evaluation data, and program information as needed for grant compliance and reporting to partners, funders, and other stakeholders.
- Attend out-of-office meetings at partner health clinics and with project partner staff, as necessary.
- Possess working knowledge of administrative appeal procedures with *the Office of Administrative Hearings*, or a willingness and commitment to learning those skills.
- Ability to research court rules and communicate with court clerks about filing procedures.
- Perform additional tasks that may include aspects of case fact development, database maintenance, and computer assisted legal research.
- Demonstrate cultural competence and sensitivity in working with diverse clients, communities, and colleagues.

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:

- Possess good organizational/time management skills: successfully manage multiple duties/tasks and deadlines and prioritize work.
- Demonstrate a high level of attention to detail.
- Prior experience in a legal setting providing support to advocates strongly preferred.
- Knowledge of technical legal terms, legal forms, and documents; and be conversant with the requirements of legal process.
- Possess advanced computer skills in word processing and the ability and interest in learning new software applications, including data management systems.
- Proficient keyboarding skills including both accuracy and speed.
- Bilingual in English and another language strongly preferred, including but not limited to Spanish, Somali, Vietnamese, and Amharic.
- Knowledge of or familiarity with immigrant and refugee communities also desired.

Compensation: Salary is based upon years of experience, with an annual salary range of \$ \$57,170 - \$92,246. This is a non-exempt position. 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: 9:00 – 5:00, Monday through Friday.

Please apply by sending your cover letter and resume to: resume@nwjustice.org

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

Northwest Justice Project is 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.

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 resume@nwjustice.org