



# Northwest Justice Project

401 Second Ave S. Suite 407  
Seattle, WA 98104  
Tel. (206) 464-1519  
Fax

Toll Free 1-888-201-1012  
[www.nwjustice.org](http://www.nwjustice.org)

César E. Torres  
Executive Director

## Job Announcement Staff Attorney – Domestic Violence – Seattle EXTERNAL

The Northwest Justice Project (NJP) is a not-for-profit statewide 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 longterm well-being of low-income individuals, families and communities through legal representation, community partnerships, education, and other advocacy. NJP seeks applications from qualified attorneys committed to supporting our mission by providing civil legal services to survivors of domestic violence who reside in Seattle or have recently fled Seattle due to domestic violence. The staff attorney will be part of a team of three attorneys and one legal assistant funded by the City of Seattle Human Services Department.

This position is made possible by funding from the City of Seattle Human Services Department. The position is subject to a three-year contract renewal term. While not guaranteed, the contract has been renewed regularly.

In conjunction with other NJP field staff lawyers in the unit, the staff attorney will be expected to provide limited assistance, including advice and brief services, as well as representation in high priority cases, and serve as a resource for community advocates.

The successful applicant will collaborate within NJP and as part of a broader team of attorneys that focus on domestic violence issues from multiple organizations in the Washington Alliance for Equal Justice. Applicants should have a desire to work with domestic violence survivors and with the agencies that serve them; and be interested and willing to pursue civil litigation in areas related to protection orders and family law, as well as a small amount of immigration law.

**GENERAL JOB DUTIES:** The staff attorney will undertake a range of duties including, but not limited to:

- Work collaboratively with others to identify the most important problems that impact domestic violence survivors, their families and communities.
- Use strategic methods and a broad range of advocacy tools to provide day-to-day legal assistance and direct representation of victims referred by domestic violence advocates in all relevant forums, including state, administrative, federal and appellate courts.

- Focus on addressing the needs of individuals and groups who experience special barriers to accessing civil legal services, including immigrants, limited-English speaking persons, and people with disabilities.
- Develop collaborative working relationships with a network of advocates addressing related issues throughout the state; participate in advocacy task forces or work groups to address systemic issues that arise in the context of victimization.
- Utilize NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and reporting needs.
- Conduct regular outreach to community partners, as well as provide consultation, training and technical support to advocates working with our client groups.

#### **GENERAL QUALIFICATIONS:**

- Member of the Washington State Bar, ability and willingness to take the next bar exam, or ability to obtain membership through admission by motion.
- At least two years of legal experience preferred, primarily handling protection order and family law cases.
- Strong oral and written communication skills.
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.
- Able to develop and implement systems for case processing (e.g. referral, case triage and follow-up).
- Ability to work collaboratively with diverse partners: client communities, victim advocates, prosecutors, law enforcement, health care providers, guardians, case managers and others.
- Ability to work collaboratively with the attorneys and legal assistant in the same team.
- Cultural competency; especially with immigrants, crime victims, people with disabilities, limited English proficient persons, and seniors.
- Overall commitment to providing effective services to low income populations will be evaluated for each candidate.
- Demonstrated experience and/or connection to NJP's client communities is preferred. 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.
- Proficiency in Spanish or other language is a plus but is 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.

**Compensation:** 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 the professional responsibilities.

**To Apply:** Submit a letter of interest, current resume and writing sample to Human Resources at [attorneyresume@nwjustice.org](mailto:attorneyresume@nwjustice.org). Cover letter and email subject line should clearly reference “Staff Attorney – Seattle DV.” Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities.

**Application Deadline: December 8, 2020**

*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, 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 Human Resources at (206) 464-1519.*