



**Pursuing Fair  
and Equal Justice**

## **HOUSING COORDINATOR JOB ANNOUNCEMENT**

Eastside Legal Assistance Program is seeking a full-time Housing Navigator. This limited full-time position will end in December of 2022. This position will provide assistance to our Housing Staff Attorneys and is funded through a grant by King County.

This is a dynamic opportunity to make equal access to justice in our community a reality. Eastside Legal Assistance Program (ELAP) provides legal services to low-income people in East King County and to survivors of domestic violence (DV) from all of King County. Volunteer attorneys and our Staff Attorneys meet the demand for such legal services through advice clinics, brief services appointments, workshops, and direct client representation.

### **RESPONSIBILITIES**

- Provides trauma-informed, culturally competent support and referral to help clients with legal issues connected to housing in an effort to stabilize their situation and prevent further trauma
- Manage incoming client calls/emails requesting legal services, screen for eligibility, summarize cases, and connect clients to appropriate ELAP service or outside referral
- Prepares information and accompanying documents for referral to ELAP Staff Attorneys and other outside resources
- Enters data and related case information into the legal database (LegalServer) accurately
- Keep legal clinic digital files up to date
- Work with Housing Staff Attorneys and Program Director to review and revise documents as needed
- Assist with case management tasks and administrative support as needed
- Participates in Eastside Legal Assistance Program meetings

### **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree and experience in working in a legal setting, or a combination of education and/or training
- Proficiency in Microsoft Office Suite
- Excellent writing skills
- Detail-oriented, able to learn quickly, strong critical thinking and problem-solving skills
- Experience doing highly accurate data entry
- Ability to interview clients and write briefcase summaries
- Highly organized with the ability to prioritize and simultaneously maintain multiple projects with a high level of quality and productivity
- Excellent interpersonal and communication skills by phone and email, including the ability to respond to clients with patience and a non-judgmental attitude
- High level of professionalism and the ability to maintain confidentiality
- Committed to ELAP's mission of promoting equal access to justice
- Ability to work with a diverse population and maintain composure in stressful situations

**DESIRED QUALIFICATIONS:**

- Bilingual – Spanish or Mandarin candidates will be given preference
- Experience working with people in crisis and from diverse backgrounds
- Ability to work effectively independently with minimal guidance
- Ability to collaborate and work in partnership to improve processes and effectiveness of the program

**WORKING CONDITIONS AND WORK HOURS**

|                    |                                                                                                                                                                      |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Hours:</b> | Base hours 40hrs/week                                                                                                                                                |
| <b>Location:</b>   | Remote and in the Bellevue office as needed                                                                                                                          |
| <b>Salary:</b>     | Limited Term Contract through December 31, 2022.<br>\$51,500 per year                                                                                                |
| <b>Benefits:</b>   | Medical, Dental, Vision, and Life Insurance, 401(k) with match, 12 paid<br>Holidays, plus week between Christmas Day and New Year's off, Vacation, and<br>Sick Leave |

**TO APPLY**

Please send **resume and cover letter** to Ngoc Nguyen, Operations Director at [ngoc@elap.org](mailto:ngoc@elap.org). ELAP will start interviewing at the end of October. Priority will be given to candidates who apply by October 23, 2021. This posting is open until filled.

**Equity and Inclusion**

ELAP is organizationally committed to fighting racism and incorporating equity and inclusion in our advocacy work and our internal systems and work environment. ELAP expects all staff to uphold this organizational commitment and approach their role with a desire to learn and grow in this area. As with all staff, the employee filling this role will be expected to center race equity in their work and support ELAP's goal to operate as an anti-racist organization.

ELAP is an equal opportunity employer and complies with all applicable federal, state, and local laws prohibiting employment discrimination. ELAP promotes mutual respect, acceptance, teamwork, and productivity in the workplace. People of color, immigrants, women, LGBTQIA, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply. ELAP is committed to operating as an organization whose staff, board, and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen our work while reinforcing our mission. Individuals needing a reasonable accommodation for the application or interview process or more information about the project should email Ngoc Nguyen, Operations Director, at [ngoc@elap.org](mailto:ngoc@elap.org).