



**Pursuing Fair  
and Equal Justice**

## **LEGAL NAVIGATOR JOB ANNOUNCEMENT**

Eastside Legal Assistance Program (ELAP) is seeking a full-time Legal Navigator.

ELAP believes that everyone deserves access to legal help. An experience with domestic violence, an unexpected medical bill, unfair eviction or other life challenges can set people back financially, physically, or psychologically. Yet people often don't know how to exercise their legal rights. Legal aid is a tool that can prevent poverty and injustice. This is why ELAP Exists.

ELAP is seeking a Navigator for an innovative program, Project Safety. Project Safety is designed to address the legal needs of crime victims in King County. Research shows that low-income people have an average of 9 civil legal issues. With victims of domestic violence, the average number of civil legal issues grows to 18. Many of these people are victims of crime. The Project Safety Navigator supports victims of crime referred by the King County Prosecuting Attorney's Office, helps determine their civil legal needs using an assessment tool, and refers the client to a Project Safety Attorney or other legal aid resources for civil legal assistance. Project Safety is a collaborative project consisting of partnerships with Eastside Legal Assistance Program, Northwest Immigrant Rights Project, Northwest Justice Project, and Sexual Violence Law Center.

### **RESPONSIBILITIES**

- Provides trauma-informed, culturally competent support, and referral to victims of crime referred by the King County Prosecuting Attorney's Office to help them to access civil legal aid for legal issues connected to their victimization in an effort to help stabilize their situations and prevent further victimization.
- Conducts intake and assessment to identify the legal issues and works with the client to prioritize each civil legal need. Consults with Project Safety Attorneys, as needed.
- Enters data and related case information into database accurately.
- Prepares information and accompanying documents for referral to a Project Safety Attorney or other legal resources.
- Provides each client with a warm handoff referral to a legal aid attorney or program.
- Participates in regular Project Safety meetings.
- Participates in ELAP meetings.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree and 1 year of experience in social services or legal aid, or 3 years of experience in social services or legal aid, or a combination of education and/or training and/or applicable experience, or a Master's Degree
- Successfully pass a criminal background check, which includes fingerprinting
- Proficiency with MS Word, Excel and Outlook

**DESIRED QUALIFICATIONS:**

- Bilingual
- Experience working with people in crisis
- Experience working with diverse populations
- Experience working with survivors of domestic violence or sexual assault
- Ability to work effectively independently with minimal guidance
- Ability to collaborate and work in partnership to improve processes and effectiveness of the program
- Experience using a database, especially LegalServer
- Exceptional organizational skills; demonstrated communication skills

**WORKING CONDITIONS AND WORK HOURS**

**Work Hours:** 40hrs/week

**Location:** Hybrid remote and at the Seattle Courthouse, occasionally at the Bellevue office

**Salary:** \$51,500 per year

**Benefits:** Medical, Dental, Vision, and Life Insurance, 401(k) with match, 12 paid Holidays, plus week between Christmas Day and New Year's off, Vacation, and Sick Leave

**TO APPLY**

Please send a **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).