



**Pursuing Fair
and Equal Justice**

DOMESTIC VIOLENCE STAFF ATTORNEY – DAWN PARTNERSHIP JOB ANNOUNCEMENT

Eastside Legal Assistance Program (ELAP) has an opening on our legal team of staff attorneys, especially within our Domestic Violence Legal Program (DVLVP). This full-time position will provide limited representation and legal services to survivors of crime in King County. This position is partially funded through a grant. This is a dynamic opportunity to advance equal access to justice in our community.

ELAP provides civil legal services to survivors of domestic violence (DV) throughout King County, medical-legal assistance to individuals experiencing health-harming legal issues, assistance to individuals facing eviction or other housing problems, and pro bono legal aid to low-income individuals.

ELAP's DVLVP consists of one other staff attorney, supported partially by a legal assistant supporting all staff attorneys, including this position. The DVLVP focuses on assisting survivors of domestic violence in identifying legal options and strategies for safely leaving a relationship, addressing custody issues, and addressing other family law issues.

This position is part of ELAP's partnership with the domestic violence agency DAWN. The position is based out of DAWN's office in Kent, where that agency provides this staff attorney with a private office and other office support. The position works in close partnership with DAWN's legal advocates to address the legal needs of clients referred to ELAP from DAWN. It is a unique opportunity and design and one of ELAP's oldest staff attorney positions.

The legal team that includes this position is operated via a holocratic structure without a managing attorney. Staff attorneys make decisions about the policies and procedures of the department collectively and non-hierarchically. Each attorney has their own caseload of clients that they manage independently, in consultation with the team.

REQUIREMENTS

- Passion for equal justice for marginalized communities
- Enthusiasm for ELAP's mission
- Active license to practice law in Washington State, in good standing
- Interest in working with the other staff attorneys as part of a holocracy
- Experience with and interest in developing trauma-informed, client-centered approaches to legal services
- Experience working with marginalized individuals and communities
- A commitment to race and other forms of equity

OTHER QUALIFICATIONS

- Demonstrated practical experience as an attorney, including case management, drafting of pleadings, interacting with the court system, and representation of clients in court
- Outstanding verbal, written, and interpersonal skills

- Intermediate computer knowledge; Legal Server experience a plus
- Collaborative and team-building work style
- Self-starter with the ability to work independently and as part of a team
- Ability to problem-solve and utilize available legal and non-legal resources

Special consideration is given to attorneys with:

- Previous family law experience
- Fluency in Spanish

RESPONSIBILITIES

- Evaluating the needs of and advising qualified low-income survivors of crime through in-depth client interviews and other methods of fact-gathering (court documents, Judicial Information System (“JIS”), police reports, third parties, etc.)
- Evaluating new referrals for legal need and prioritizing cases consistent with departmental policies and in coordination with other staff attorneys and DAWN’s legal advocates
- Assisting clients with drafting and filing DVPO Petitions, motions for temporary orders, return as well as drafting a range of other family law pleadings
- Providing representation of clients in DVPO return hearings, weapons surrender review hearings, revisions and reconsiderations, and on the family law motions calendar, and in ex parte for emergency orders
- Monitoring active cases to determine the additional legal need
- Drafting pleadings/filings are necessary to address client safety and stability concerns;
- Coordinating with the ELAP Staff Attorney holacracy to represent clients as efficiently and effectively as possible
- Regularly appearing in King County Superior Court and District Court, as cases require;
- Attending Continuing Legal Education (“CLE”) classes and conferences identified as furthering the pursuit of ELAP’s mission as it relates to the Staff Attorney role
- Representing ELAP at workgroups or other meetings sponsored by agencies in King County communities and the State communities, including but not limited to the Family Law Working Group and the Family Law Task Force
- Coordinating with DAWN’s legal advocates regarding individual client needs in a team atmosphere, including attendance at DAWN’s legal team meeting every other week
- Performing such other related duties as directed by the Executive Director
- Maintaining up-to-date knowledge of applicable statutes, regulations, RPCs, and court rules
- Conducting legal research
- Seeking out and supervising legal interns
- Maintaining and updating internal practice resources
- Attending out-of-the-area legal aid conferences, as identified by the ED or legal team
- Prepare and provide training to attorneys, advocates, and community groups on occasion

WORKING CONDITIONS AND WORK HOURS

Work Hours: 40 hours/week
 Location: Office at DAWN in Kent, with a secondary workstation at the main ELAP office in Bellevue
 Salary: \$70,000.00 /year (with step increases indexed for inflation and seniority)
 Benefits: Medical, Dental, Vision, and Life Insurance, 401(k) with match, 12 paid Holidays, plus the week between Christmas Day and New Year’s off, Vacation, and Sick Leave, bar dues, and full compensated CLEs

APPLICATION INSTRUCTIONS AND PROCESS

Send resume and cover letter to Ngoc Nguyen, Operations Director, at ngoc@elap.org. Priority will be given to resumes received by April 15th. 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 attorney 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.

REASONABLE ACCOMMODATION

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.