



# ***EASTSIDE LEGAL ASSISTANCE PROGRAM***

*1239 120<sup>th</sup> Ave. NE, Suite J, Bellevue, WA 98005*

## **HOUSING AND FAMILY LAW ATTORNEY**

Eastside Legal Assistance Program (ELAP) is adding to our legal team! This full-time position will provide legal services to low-income residents of Kirkland, focusing on housing and family law. This position is a two-year pilot program, funded by the city of Kirkland, with possible extensions, based on funding.

This is a dynamic opportunity to make equal access to justice in our community a reality. Eastside Legal Assistance Program (ELAP) provides civil legal services to survivors of domestic violence (DV) throughout King County, medical-legal assistance to individuals experiencing health-harming legal issues, and pro bono legal aid to low-income individuals in East King County.

Please read the qualifications (below) carefully. Before applying, you MUST have a current license to practice law in Washington State, you MUST have a passion for equal justice for marginalized communities, and you MUST have the ability to work in a holacratic organization.

### **DUTIES:**

- The primary focus of this position will be housing stability; including eviction cases, tenant's rights, housing discrimination, and mortgage foreclosure assistance;
- Secondly, this attorney will advise residents on family law issues, and working with ELAP attorneys and other civil legal aid providers, directing residents to aid for specific problems;
- Evaluating the needs of and advising qualified low-income residents through in-depth client interviews and other methods of fact-gathering (court documents, Judicial Information System ("JIS"), police reports, third parties, etc.);
- Assisting clients with drafting and filing petitions, return hearings, as well as drafting any necessary additional pleadings;
- Monitoring active cases to determine if additional pleadings/filings are necessary to address client safety and stability concerns and whether additional court filings are needed to assure client safety and stability;
- Providing representation of clients for filing of necessary additional petitions or motions, and limited representation in court;
- Coordinating with the ELAP Staff Attorney holacracy to represent clients as efficiently as possible in the fact-gathering and representation process;
- Participating in ELAP Staff Meetings as well as ELAP Legal Staff Meetings addressing current case issues and legal topics of concern at the court or in the community;
- Attending Continuing Legal Education ("CLE") 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 the city of Kirkland, King County Civil Legal Aid communities, and the State communities as needed;
- Coordinating with area-wide legal advocates regarding individual client needs in a team atmosphere;
- Regularly appearing in Family Law Court in King County Superior and District Courts as needed;
- Fully complying with ELAP's Mission, Vision, Policies and Procedures and the professional responsibility rules of the Washington State Bar Association;
- Performing such other related duties as directed by the Executive Director.

**QUALIFICATIONS:**

- Demonstrated practical experience as an attorney, including case management, drafting of pleadings, interacting with the court system, and representation of clients in court.
- Special consideration given to attorneys who have previous experience with housing and family law issues.
- MUST HAVE a current WSBA license in good standing
- Outstanding verbal, written and interpersonal skills
- Intermediate computer knowledge; Legal Server experience a plus
- Collaboration and team building work style
- Entrepreneurial spirit
- Self-starter, with ability to work independently and as part of a team
- Ability to problem-solve and utilize available resources
- Enthusiasm for and commitment to the ELAP mission
- Fluency in Spanish given special consideration

**Job Type: Full-time (40 hours per week)**

2019 Salary: \$56,650.00 /year (with step increases indexed for inflation and seniority). Benefits include paid holidays, paid vacation and sick time, matching 401k, medical, dental, life and long-term disability insurance, bar dues, fully compensated CLEs, and a fully paid ORCA card.

Send resume and cover letter to [director@elap.org](mailto:director@elap.org). This listing is open until filled.

**Eastside Legal Assistance Program's Statement on Discrimination**

Eastside Legal Assistance Program is committed to a policy of pluralism and equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board, and staff. Pluralism refers to the active promotion of mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, education, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, veteran status, or any other perceived differences. The resulting diversity is both a source of program strength and a matter of fundamental human fairness.