



Pursuing Fair  
and Equal Justice

## HOUSING AND FAMILY LAW ATTORNEY JOB ANNOUNCEMENT

Come join the team at Eastside Legal Assistance Program (ELAP) as our Housing and Family Law Attorney. This full-time position will provide legal services to low-income residents on the Eastside, focusing on housing and family law. During the pandemic, our offices are closed, so all contact with clients and attorneys is by phone, email and Zoom.

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.

### RESPONSIBILITIES:

- 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 King County Civil Legal Aid and the State communities as needed
- Coordinating with area-wide legal advocates regarding individual client needs in a team atmosphere;
- Regularly appearing 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
- Manage incoming client calls/emails requesting legal services, screen for eligibility, summarize cases and connect clients to appropriate ELAP legal clinic or referral

- Manage clinic schedules, including communication with pro bono attorneys
- Assist with case management tasks as needed, such as data entry in Excel
- Keep legal clinic digital files up to date
- Schedule and manage legal clinic appointments
- Accurately input client information, attorney time and case notes into legal database (Legal Server)
- Refer clients who may not qualify for ELAP services to other community providers
- Work with Program Director to review and revise clinic documents as needed
- Provide other administrative support as needed

### ESSENTIAL QUALIFICATIONS

- Demonstrated practical experience as an attorney, including case management, drafting of pleadings, interacting with the court system, and representation of clients in court
- 2-3 years of 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
- Self-starter, with the 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

**HOURS:** 40 hours/week

**SALARY:** \$58,349.50

**BENEFITS:** Health/Dental Insurance, 401(k) match, paid vacation, 12 paid Holidays plus week between Christmas Eve and New Year's off, bar dues, full compensated CLEs, and paid Metro Pass (Orca Card)

**REPORTS TO:** Executive Director

**LOCATION:** ELAP office in Bellevue

### TO APPLY

Please submit a cover letter and resume to Ngoc Nguyen, Operations Director, at [ngoc@elap.org](mailto:ngoc@elap.org).

**The 1<sup>st</sup> round of interviews is scheduled for November 13<sup>th</sup>. The desired start date is December 1<sup>st</sup>, 2020. This position is open until filled.**

### ABOUT ELAP:

ELAP is a nonprofit dedicated to working with people facing domestic violence, housing, financial, healthcare, immigration and other issues that need a legal solution. We also educate communities about their legal rights. We work for free to solve legal issues and provide resources for our community members because not everyone can afford a lawyer. Learn more about us at [elap.org](http://elap.org).

*ELAP 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, LGBTQ, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply.*

