

eliminating racism
empowering women

ywca

SPOKANE

PARALEGAL

WHO WE ARE -

Since 1903, YWCA Spokane has been helping women and children overcome social, economic, and personal barriers in order to accomplish their goals and achieve healthier and more fulfilling lives.

Today, areas of focus include supporting victims of intimate partner domestic violence, promoting early childhood education, and fostering the economic advancement of women. In addition to providing free, confidential, and trauma-informed programs and services to approximately 15,000 in and around Spokane, YWCA is focused on breaking generational cycles of violence and confronting racial and social justice issues impacting our clients and our community.

Please visit ywcaspokane.org/about/our-impact/ to learn more.

BENEFITS OF BEING A YWCA SPOKANE TEAM MEMBER –

Compensation for this role:

Starting Pay: \$25.00-\$27.00 per hour

Position Status: Full-time, hourly, non-exempt

Schedule: 40 hours per week, Monday-Friday 8:00pm-5:00pm

YWCA Spokane offers a competitive benefits* package including;

- Medical, dental and vision insurance
- 11 Paid Holidays
- Paid Time Off (accessible at time of hire)
- Ongoing training and development
- Flexible Spending & Dependent Care Account Options
- Employer Paid Life Insurance
- Employee Assistance Program
- Employer funded retirement plan & 401K options
- 50% off YMCA Membership

**Benefit eligibility dependent upon employment status.*

WHAT WE ARE LOOKING FOR –

The Paralegal position will be responsible for coordinating and conducting client intakes, offering information and limited direction to clients, providing scheduling and legal support to practicing legal staff, and assisting with document. This position will primarily assist in the areas of family law, obtaining temporary and emergency restraining orders in family law cases, obtaining civil protection orders for protection and providing referrals, and guidance in other legal areas. This position will serve victims of intimate partner violence referred from the following counties: Ferry, Lincoln, Stevens, Spokane, Pend Oreille, and Whitman.

WHAT YOU'LL BE DOING –

With support and guidance provided by the Director of Legal Services and the Civil Legal team, the essential functions of the position include, but are not limited to, the following:

- Conduct preliminary intake interviews by gathering relevant facts and identifying legal issues for the civil legal/family law department under the supervision of the Director of Legal Services.
- Assist with running conflict checks, data entry, and operating other client management software.

- Assist qualifying pro-se clients in reviewing family law forms for cases in Superior Court including initial pleadings, final pleadings and assistance with any other necessary forms.
- Provide client management and scheduling for Civil Legal team
- Maintain client records and statistical information on clients served and assists in grant reporting.
- Attend weekly Civil Legal staff meetings and other meetings as needed.
- Write and type legal documents requested by staff attorneys and LLLT.
- File and enter court orders at all 3 local courts (Superior, District, and Municipal).
- Assist in providing services to our rural partners as needed.
- Attend appropriate YWCA training and program staff meetings requested by the CEO, Director of Legal Services, and as mandated by grant funding.
- Provide community education about the YWCA's legal programs and DV and the legal system.
- Provide workshops for participants receiving legal services on a variety of legal procedures.
- Adhere to the Washington Supreme Court's Rules of Professional Conduct and WSBA ethics.
- Become domestic violence advocate trained and maintain this status through 20 hours of hourly continuing education. This training is provided by or underwritten by the YWCA.
- Perform all other duties as assigned by the Director of Legal Services.

WHAT YOU WILL BRING TO THE POSITION -

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Associates Degree in Paralegal Studies, Certified Paralegal, or Legal Secretary with a preferred minimum of 3 years' experience working as a paralegal.
- Prior experience working in family law, knowledge of domestic violence, and client intake experience preferred.
- YWCA Spokane values a diverse workplace and strongly encourages women, communities of color, LGBTQ+ individuals, people with disabilities, foreign-born residents, veterans, and survivors of domestic violence to apply.

HOW TO APPLY

If you meet the qualifications of this position, please apply by submitting your **RESUME** and **COVER LETTER** to ywca_legal@ywcaspokane.org. We can't wait to learn more about you!

YWCA of Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.