

STAFF ATTORNEY

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:

Pay Range: Grant funded at \$69,000 - \$73,000/year, depending on experience

Position Status: Full-time, salary, exempt

Schedule: 40 hours per week

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
- Bilingual Pay Differential**

**Benefit eligibility dependent upon employment status.*

***Bilingual pay differential is available for employees who utilize a qualifying second language in the workplace, applicable to all hours worked.*

WHAT WE ARE LOOKING FOR –

The YWCA Spokane legal team is seeking a full-time attorney with an understanding of the dynamics of domestic violence and trauma who will assist survivors in domestic violence protection orders and family law matters in Spokane and other Washington county courts. This position will assist in the family law areas of dissolution of marriage, parenting plan establishment and modifications, paternity, child support, obtaining temporary and permanent protection orders, and providing referrals and legal 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 and attend community legal clinics as assigned.

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:

Legal Advocacy:

- Provide comprehensive legal assistance to survivors of domestic violence in matters related to family law from advice and brief services to full representation for qualifying cases.
- Assist clients in obtaining and enforcing domestic violence protection orders.
- Conduct legal research to ensure accurate and up-to-date information for case representation.
- Travel to rural community partners to provide legal information and services.

Case Management:

- Manage a caseload of family law and domestic violence protection order cases.
- Maintain detailed case records, ensuring confidentiality and compliance with legal standards.
- Collaborate with other legal and advocacy professionals to address the unique needs of survivors.
- Maintain client records and statistical information on clients served.
- Assist with confidential data collection and grant reporting.

Client Communication:

- Communicate effectively with clients, providing clear explanations of legal processes and options.
- Empower clients to make informed decisions about their legal matters.

Court Representation:

- Represent clients in family law proceedings, hearings, and mediation sessions.
- Advocate for the best interests of survivors and their families.

Collaboration and Networking:

- Collaborate with community partners, law enforcement, and other stakeholders to enhance services for survivors.
- Participate in multidisciplinary teams addressing issues related to domestic violence.
- Serve as a link between the victim service agencies and the judicial and legal communities of their county.
- Provide community education, as appropriate.

Continuing Education:

- Stay informed about changes in family law and domestic violence legislation.
- Attend relevant training sessions and conferences to enhance legal expertise.
- Attend assigned trainings (e.g., domestic violence advocacy) and agency staff meetings.
- Complete necessary CLEs to maintain active WSBA bar status.

Compliance and Ethics:

- Ensure compliance with ethical standards and legal requirements in the provision of legal services.
- Uphold the highest level of professionalism and integrity.

Other Duties:

- Assist the Family Justice Center Coordinator/Director of Legal Services as needed.
- 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:

- Undergraduate degree and Juris Doctorate from an ABA accredited school.
- Be a member of the Washington State Bar Association in good standing.
- At least three (3) years of experience practicing law with a preference for experience in family law and domestic violence protection order matters.
- 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.

Competencies:

- Work and interact effectively with colleagues, legal interns, administrators, and others of various cultural and socioeconomic backgrounds, contributing to and fostering a climate of multicultural understanding and appreciation.
- Ability to work on a team and foster an atmosphere of collaboration not competition.
- Comfortable with basic computer applications, able to manage time efficiently, and demonstrate reliability – experience in Clio legal software a plus.
- Able to maintain professional and ethical boundaries with families, staff, and volunteers.
- Ability to perform assigned duties consistent with applicable laws, regulations, and agency goals.
- Willingness to learn and passion to succeed.
- Ability to lift boxes of up to 40 pounds.

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.