

To apply submit a cover letter and resume with references by email to jtolcacher@lyon-law.com or by mail to:

Lyon Weigand Gustafson PS
Attn: J. Tolcacher
PO Box 1689
Yakima WA 98907

No phone calls please.

Application deadline: Open until filled.

POSITION TITLE: Yakima County Volunteer Attorney Services Executive Director

HOURS OF WORK: 25-30 hours per week minimum

SALARY: \$30,000 to \$40,000 DOE

MISSION: Volunteer Attorney Services bridges the justice gap in our community by facilitating high quality, free civil legal services to low-income persons by matching volunteer attorneys with low income people facing civil legal problems.

GENERAL DESCRIPTION/BASIC FUNCTION: The program director is responsible for facilitating civil legal aid services for low-income individuals in Yakima County. All direct legal assistance is offered by volunteer attorneys. Legal services for qualifying clients may include full representation, limited representation, limited legal clinics taught by an attorney, or one-time consultations. The program director must comply with all Volunteer Attorney Services policies and procedures and with confidentiality agreement.

WORK CONDITIONS AND SITE: Works primarily in an office setting but will be required to engage in some local travel. Additionally, may be required to travel longer distances for staff trainings, conferences and/or meetings and other events. Evening and weekend work is occasionally necessary.

ESSENTIAL FUNCTIONS: Include the following:

A. Client-Based Obligations

1. Verify client's income information (and documentation) to determine whether s/he meets the income criteria, as well as other eligibility criteria (including case type).
2. Maintain updated and accurate client files. Use and become proficient in a statewide, proprietary case management database. Screen and refer cases to appropriate volunteer attorneys. Be familiar with volunteer attorneys' subject areas of practice, and assist volunteers' conflicts checking.
3. Organize pro se group clinics and individual consultations.
4. Refer cases to the family court facilitator and other local resources when appropriate.
5. Update documents and forms commonly utilized by the VAS program.
6. Ensure that program services are delivered in a language accessible manner to Limited English Proficient (LEP) populations, as well as populations who are hard of hearing or deaf. Make special arrangements for clients when accommodations are necessary to ensure clients can access program services.
7. Demonstrate a clear understanding of what constitutes unauthorized practice of law.
8. Manage client expectations and communicate the extent of services available.

B. Volunteer Attorney-Based Obligations

1. Recruit volunteer attorneys. Participate in networking events. Cultivate volunteers.
2. Maintain strong relationships with volunteers. Provide acknowledgment and appreciation. Be familiar with extent of services volunteers' are able to offer, and in what subject areas. .
3. Track volunteer attorney preferences and ensure program coordinates services for clients in a manner that meets volunteer and client expectations.

4. Monitor case referrals for outcomes, volunteer hours, and volunteer and client satisfaction.

C. Community Outreach and Engagement

1. Engage in community outreach to other service providers .
2. Maintain existing relationships with other agencies and social service providers, to ensure an efficient referral process for clients and keep those agencies and providers informed of VAS's referral protocol.
3. Participate and
4. Make regular oral (and possibly written) presentations, as requested by other agencies or the VAS board.

D. General Administrative Duties

1. Prepare multiple grant applications and annual reports, which entail collecting and tracking client data and service outcomes, preparing annual program budgets, and communicating with funders.
2. Maintain existing funding sources and seek new funding opportunities (via grants and fundraising).
3. Engage in fundraising efforts, including annual Continuing Legal Education (CLE) seminar.
4. Comply with all VAS Staff Policies and Procedures.
5. Manage and coordinate with the Yakima VAS Board of Directors. This includes setting and facilitating board meetings and recruiting new board members when appropriate.
6. Manage and update program website.
7. Participate in any trainings requested by Board of Directors or major funders.
Participate in statewide civil legal aid conferences, trainings, events, and workgroups/committees.

E. Meetings/Trainings

1. Attend all scheduled VAS board meetings.
2. Attend training sessions as required by the funding source or agency.
3. Attend and network at local Yakima County Bar Association meetings and functions.

F. Other

1. Other duties as assigned.

SKILLS AND ABILITIES REQUIRED:

1. Strong oral and written communication skills.
2. Exceptional attention to detail and organizational skills.
3. Experience working with diverse, low-income communities.
4. Ability to communicate complex concepts to clients.
5. Ability to respond to clients, volunteers and staff with patient and nonjudgmental attitude.
6. Demonstrated ability to coordinate many projects simultaneously.
7. Full understanding of and demonstrated ability to maintain client confidentiality (including with other services providers, with regard to necessary information release forms).
8. Ability to work efficiently in an unsupervised setting.
9. Demonstrated ability to correspond with others in a professional and appropriate manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to lift 20 pounds.
2. Must be able to hear, speak, write and read.
3. Must be able to sit or stand at desk for long periods of time.
4. Must be able to transport/move supplies to meetings and events; such supplies can include a laptop, computer, multiple copies of meeting packets and other documents;
5. Must be able to set up meeting rooms. This can involve pushing, pulling and/or lifting tables, chairs, materials, etc. to accommodate meeting set-up needs.

6. Repetitive motion; substantial motion of the wrists, hands and/or fingers

MINIMUM QUALIFICATIONS:

1. General knowledge of the civil legal system.
2. Education requirements: Some college preferred. Bachelor's degree or higher degree highly preferred.
3. Experience: At least one year of working experience in a coordinating services position, with at least one additional year of direct program management/administration highly preferred.
4. Must have working knowledge of Microsoft Office programs and must be comfortable using databases or case management systems.
5. Proficient English/Spanish highly desired.

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of VAS are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.