



Washington State Office of Civil Legal Aid

1206 Quince St. SE
Olympia, WA 98504
MS 41183
360-704-4135
360-704-4003 (fax)

James A. Bamberger, Director
jim.bamberger@ocla.wa.gov

Notice of Position Vacancy

Position: Program Manager -- Civil Legal Aid to Crime Victims
Agency: Office of Civil Legal Aid
Opening Date: July 1, 2016
Closing Date: Until Filled
Start Date: Summer or Fall 2016
Job Type: Regular, Full Time
Salary: \$72,000 - \$80,000 Annually DOQ
Location: Seattle, Tacoma or Olympia
Travel: Substantial Travel Within Washington State Is Contemplated

Overview

The Washington State Office of Civil Legal Aid (OCLA) seeks a full-time attorney to develop, implement, monitor and effectively support the legal aid programs, attorneys and advocates providing civil legal aid services to victims of crime.

OCLA is an independent state judicial branch agency that manages and oversees state appropriations for civil legal aid in Washington State. Pursuant to an interagency agreement with the Department of Commerce's Office of Crime Victims Advocacy (OCVA), OCLA will implement and oversee a statewide program to provide integrated emergency civil legal aid to victims of crime. Pursuant to a statewide Civil Legal Aid to Crime Victims Plan, OCLA will subcontract with seven civil legal aid providers to provide civil legal aid services to crime victims in all parts of Washington State. The principal purpose of the program will be to provide effective civil legal aid services in concert with other community-based professional service providers that address critical civil legal issues that arise from criminal victimization and that will help crime victims move beyond their victimization in ways that are consistent with their individual and family safety, security and well-being. Crime victims for whom civil legal aid will be provided include victims of domestic violence, sexual assault, human trafficking, child abuse, hate crimes and other crimes against people.

Funding for this program originates from the federal Victims of Crime Act and related congressional appropriations. Sub-recipient activities will be governed by the [Victims of Crime Act \(VOCA\)](#), 42 USC §1603, applicable [federal guidelines](#), OCVA's [Victims of Crime Act State Plan](#), applicable state laws and the [Purpose and Principal Strategies for the Integrated Civil Legal Aid to Crime Victims Program](#).

Primary Activities

The Civil Legal Aid to Crime Victims Program Manager will have primary responsibility to develop, implement, oversee and report on the performance of sub-recipients that receive funding for the delivery of civil legal aid to crime victims. Principal activities will include, but are not limited to:

- a. Originate and monitor contracts with participating civil legal aid programs.
- b. Serve as OCLA's principal liaison with staff at the Office of Crime Victims Advocacy (OCVA) to ensure compliance with applicable federal and state fiscal, administrative and reporting requirements.
- c. Track, aggregate, analyze and report on data documenting the services provided to crime victims, including qualitative and quantitative outcomes achieved.
- d. Ensure agency and sub-recipient compliance with OCVA fiscal, client service and narrative reporting requirements.
- e. Coordinate with statewide organizations providing services to crime victims including, but not limited to, the Washington Association of Prosecuting Attorneys, the Washington State Coalition Against Domestic Violence, the Washington Association of Sexual Assault Programs and the Washington Coalition of Crime Victims Advocates to ensure effective coordination between the VOCA-funded civil legal aid program and other emergency services programs for victims of crime.
- f. Coordinate regularly with two legal aid program-based statewide crime victim advocacy coordinators to develop and deliver training and provide necessary support for crime victim legal aid providers and advocates.
- g. Produce an Annual Report on the substance and impact of VOCA-funded civil legal aid services provided to crime victims.
- h. Coordinate regularly with the Director of the Office of Civil Legal Aid on all matters relating to the implementation of the Integrated Civil Legal Aid to Crime Victims Program.

Qualifications

- a. Prior grant/contract and project management experience.
- b. Understanding and demonstrated facility in working with and on behalf of people who experience racial, social, gender, ability-based, linguistic, social, cultural or other characteristics that result in discrimination, differential treatment or disparate outcomes.
- c. Strong organizational skills and ability to work independently.
- d. Excellent written and oral communication skills, and ability to organize information in a clear and concise manner.

The Preferred Candidate Will Have

- a. A license to practice law in Washington State.
- b. Previous work experience with survivors of domestic violence, sexual assault, human trafficking or victims of other crimes.
- c. Knowledge of substantive laws affecting crime victims, including immigration law.
- d. Experience with data analytics and reporting.
- e. Demonstrated leadership skills.

Reporting

The Civil Legal Aid to Crime Victims Program Manager will report to the Director of the Office of Civil Legal Aid

Compensation and Benefits

- Salary: \$72,000 to \$80,000 DOE
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave; 11 paid holidays; paid leave for jury or other civil duties
- State Retirement Plan

Application Procedure

Applications should be filed electronically with ocla@ocla.wa.gov and should include the subject heading **Statement of Interest -- Civil Legal Aid for Crime Victims Program Manager.**

Submissions must include:

- A cover letter and resume outlining (a) the applicant's experience in working with and/or representing crime victims and (b) the applicant's experience relative to the skills and background outlined in this Notice
- A list of at least three (3) professional references
- A self-edited writing sample

CLOSING DATE: Applications will be reviewed on an ongoing basis. Applicants will be notified if an interview will be requested. This position will remain open until filled. OCLA reserves the right to close this recruitment at any time.

Additional Information

While a very small agency, the Office of Civil Legal Aid is committed to building and maintaining a work environment that values a wide range of personal and professional characteristics and experience. OCLA seeks applications from all qualified individuals and does not discriminate on the basis of age, gender, gender identity, sexual orientation, marital status, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability considerations. OCLA also supports Washington State's greenhouse gas reduction efforts. It therefore takes a generous approach to telecommunication and off-site work activity.

If reasonable accommodation is required to assist an otherwise qualified individual to timely respond to this Notice, please contact:

Washington State Office of Civil Legal Aid
James A. Bamberger, Director
PO Box 41183
Olympia, WA 98507
360-704-4135
jim.bamberger@ocla.wa.gov