



Washington State Office of Civil Legal Aid

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Notice of Position Vacancy

Position: Civil Legal Aid to Crime Victims and Domestic Violence Survivors Program Manager
Agency: Washington State Office of Civil Legal Aid
Salary: \$115,000 -- \$120,000 Annually DOQ
Location: Olympia, WA (preferred); Alternative locations possible
Travel: Some Statewide Travel Required
Open: August 1, 2022
Closed: Open until filled. This announcement will remain open, and applications taken until the position is filled. The Office of Civil Legal Aid (OCLA) reserves the right to close the recruitment at any time.

Mission

Recognizing that the provision of civil legal aid services to indigent persons is an important component of the state's responsibility to provide for the proper and effective administration of justice, the mission of the Washington State Office of Civil Legal Aid (OCLA) is to secure, invest, and oversee the use of public funding for civil legal aid to low-income people in Washington State and to ensure accountability for public funds dedicated to this purpose <https://ocla.wa.gov>. OCLA embraces the Washington State Supreme Court's [June 4, 2020 "Call to Action"](#) to the judiciary and broader legal community to identify and address systemic policies, practices, laws, and rules that perpetuate bias and unfairness in the Washington state law and justice system.

Overview

OCLA is looking for a manager to administer and oversee the Civil Legal Aid for Crime Victims and Legal Aid to Domestic Violence Survivors Programs.

Victims of crime experience civil legal problems at substantially higher rates than the general low-income population across the entire spectrum of legal problem areas, including family relations, healthcare, consumer-finance, municipal services, rental housing, and employment. Each year, victims of crime in Washington State suffer life changing injuries and legal problems as a result of their criminal victimization. In the aftermath of a crime, victims are forced to

navigate myriad complex systems to find justice, safety, and recover losses. Often they must make this journey without the assistance of an attorney.

OCLA established the Civil Legal Aid to Crime Victims Program in 2016, believing that legal civil legal aid, working in concert with other community-based professional crime victim service providers, could significantly improve the safety, security, and well-being of crime victims. The Program was funded by a dedicated annual allocation of federal Victims of Crime Act (VOCA) funding made available through the Washington State Department of Commerce, Office of Crime Victims Advocacy (OCVA).

In 2022, the Legislature directed OCLA to establish, administer, and oversee a program providing civil legal aid services to survivors of domestic violence. The legislative directive is “to [underwrite] civil legal aid services for survivors of domestic violence, including legal services for protection order proceedings, family law cases, immigration assistance, and other civil legal issues arising from or related to the domestic violence they experienced.” In response OCLA established a Legal Aid for Domestic Violence Survivors program. OCLA administers \$2M/yr. and contracts with six providers of services to survivors of domestic violence (as defined in RCW 7.105.010(9)).

Principal Responsibilities

The Program Manager oversees the day-to-day operation of Civil Legal Aid for Crime Victims and the Civil Legal Aid to Domestic Violence Survivors programs. Working under the direction of the OCLA Director and executive leadership team, the Program Manager will:

- Originate and monitor contracts with participating civil legal aid programs and other approved crime victim and domestic violence service providers
- Ensure compliance with applicable federal and state fiscal, administrative and reporting requirements
- Track, aggregate, analyze and report on data documenting the services provided to crime victims and domestic violence survivors, including qualitative and quantitative outcomes achieved
- Oversee the system for receipt, approval, and payment of VOCA-funded subrecipient invoices
- Serve as OCLA’s principal liaison with staff at OCVA
- Produce annual reports on the substance and impact of VOCA-funded civil legal aid services provided to crime victims, and documenting the impact of services provided through the Civil Legal Aid to Domestic Violence Survivors program

- Coordinate with participating providers to plan and deliver training relevant to the provision of civil legal aid to victims of crime and domestic violence survivors
- Serve as the primary legislative liaison between OCLA and the Washington State Legislature and other key stakeholders on matters relating to the Civil Legal Aid for Crime Victims and Civil Legal Aid to Domestic Violence Survivors programs
- Conduct robust annual financial and program compliance monitoring of VOCA-funded subrecipients including, but not limited to, ensuring integrity and authority for all program budgets and expenditures
- Actively participate in internal processes and initiatives including operationalizing OCLA's race equity and justice efforts
- Perform such other duties that, in consultation and under the supervision of the OCLA Director or the Director's designee, as may be required

Skills and Background

- Juris Doctor and in good standing with the Washington State Bar Association (required)
- Prior program management experience
- At least five years' experience working with victims of crime and/or domestic violence survivors (preferred)
- Demonstrated understanding of the how bias, discrimination, and differential treatment of communities composed of Black, Indigenous, and people of color, individuals who identify as LGBTQIA2S or other sexual/gender minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been disproportionately impacted by crime have more and different kinds of civil legal needs. (required)
- Knowledge and understanding of the civil and criminal justice systems particularly related to legal rights of crime victims and domestic violence survivors (required)
- Experience with governmental contract management, oversight, data tracking, and reporting (preferred)
- Excellent written, oral, and communication skills (required)
- Proficiency with Microsoft Office Suite applications (especially Word, Excel, and PowerPoint) (required).
- Ability to quickly learn and master new software applications, as required (required)

Reporting

The Civil Legal Aid for Crime Victims Program Manager reports to the Director of the Office of Civil Legal Aid or the Director's designee.

Compensation and Benefits

Salary: \$115,000 -- \$120,000 Annually DOQ
Benefits: Paid medical/dental, life insurance, and long term disability insurance programs
Leave: Paid vacation and sick leave benefits
Retirement: Employer contributions to state retirement benefits

[Click here for more benefit information](#)

Application Procedure

Applications must be filed electronically with jobs@ocla.wa.gov and should include the subject heading **Statement of Interest – Crime Victims and Domestic Violence Survivor Legal Aid Programs.**

Submissions must include:

- A cover letter and resume outlining the applicant's credentials and professional/lived experience that is responsive to the skills and background outlined in this Notice
- A list of at least three (3) peer professional references
- A self-edited writing sample.
- Application for State Jobs (Word file)

Additional Information

OCLA is institutionally committed to building and maintaining an anti-racist culture. This includes a commitment to intentionally listen, learn, and take action to meet the challenges outlined in the Supreme Court's June 4, 2020 open letter referenced above. The Civil Legal Aid for Crime Victims Program Manager will be part of a team that, together, serves as guardians of these values both internally and in our relationships with client service contractors.

The Office of Civil Legal Aid (OCLA) is committed to equity and inclusion in hiring and employment practices and full compliance with federal and state equal employment opportunity and non-discrimination laws. OCLA strongly encourages members of diverse and historically disfavored demographic communities to apply. OCLA will not discriminate against any person on the basis of race, creed, color, national origin, citizenship, or immigration status; families with children; gender (including gender identify or gender expression); marital status; sexual orientation; age; veteran or military status; the presence of any sensory, mental, or physical disability (actual or perceived); or the use of a trained dog guide or service animal by a person with a disability. Individuals needing a reasonable accommodation for the application or interview process should contact support@ocla.wa.gov.

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OCLA provides substantial professional flexibility, including hybrid office/remote arrangements, consistent with necessary accountability considerations and the specifics of each employee's substantive job requirements. We also support Washington State's greenhouse gas reduction efforts.