



Notice of Position Vacancy

Position: Client Voice & Community Impact
Coordinator

Agency: Office of Civil Legal Aid

Open: July 13, 2024

Close: Open Until Filled; first review of applications received will occur on or before September 1, 2024. OCLA reserves the right to close this recruitment at any time.

Job Type: Regular Full-time; FLSA Exempt

Salary: \$105,000.00-\$112,000.00 Full-Time Annually DOQ

Location: Flexible – Western Washington Preferred

Agency Overview

The Office of Civil Legal Aid (OCLA) is an independent agency in the judicial branch of state government. 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 civil and criminal justice,” the Washington State Legislature established OCLA in 2005 to manage the then-small state investment in civil legal aid services to low-income people in Washington State. In the years since, the Legislature has greatly expanded the scope of OCLA’s responsibilities.

Consistent with [The Washington State Supreme Court’s June 4, 2020 Statement to the Legal Community](#), OCLA acknowledges that it and its contracted civil legal aid providers operate in a law and justice system historically grounded in racism and that time and again has administered justice differentially depending on the racial identities of those involved. OCLA was an initial subscriber to the [Washington Race Equity and Justice Acknowledgments and Commitments](#). As outlined in its own [Race Equity and Justice Statement of Purpose](#), OCLA is committed to being an active partner in carrying out the Washington State judicial branch’s commitment to ensuring equity and justice for people and communities

throughout our state.

OCLA's Children's Representation Program (CRP) underwrites and oversees the delivery of effective, standards-based, and equity-informed representation for children and youth for whom attorneys are appointed under state law. The CRP is committed to fostering fundamental change in Washington State's child welfare and juvenile court practices, which have historically and continue to cause disproportionate harm to BIPOC children and youth, as well as children and youth who have a range of learning and related disabilities; who suffer multiple and compounding traumas; who identify and/or present as gender or sex non-conforming; and who lack a legal voice in the process.

Position Vacancy

OCLA's CRP statute ensures that legal services are standards-based and are informed by involvement of stakeholders including youth and young adults impacted by the child welfare system. BIPOC and LGBTQIA+ youth are grossly overrepresented in the child welfare population. It is OCLA's goal to receive ongoing and timely input, guidance, and feedback based on relationships with communities most harmed by structural racism, compounded by poverty and other forms of structural bias. The CRP recognizes the need to create a framework to ensure the active and meaningful engagement of young people who have survived the child welfare system in order to meet this statutory directive and to support the agency's overall intended impact. To this end, the CRP is looking for an individual with lived expertise and a passion and commitment to justice for children and youth involved in the child welfare system to join the CRP as its very first Client Voice & Community Impact Coordinator (CVCI Coordinator).

The CVCI Coordinator serves as a voice of legal system impacted individuals within the Children's Representation Program, as well as outwardly facing community partners. This position has administrative duties that have a direct impact on the quality of contracted attorney performance and competence as well as the unique opportunity to be a key voice for those impacted by OCLA agency services. The position is full-time and remote, though applicants who live in Pierce, Thurston, King or surrounding areas are preferred. This position reports directly to the CRP Program Manager.

OCLA values a healthy work-life balance. All CRP team members enjoy the benefits of working remotely; however, travel for in-person, work-related activities at regular intervals is required. OCLA covers the cost of work-related travel.

Principal Duties and Responsibilities

- Convene, maintain, and facilitate an advisory group comprised of young people with lived experience in the child welfare system to inform the CRP's training curricula and programmatic objectives. Serve as the liaison between this advisory group and CRP staff
- Consult with CRP staff on programmatic objectives and provide guidance to ensure programmatic objectives are in alignment with the reported needs of impacted individuals
- Coordinate compensation of young people with lived experience who participate in advisory groups, trainings, and other projects.
- Work with the CRP Program Manager to develop a small biennial budget for compensating lived experts and ensure annual expenditure remains within allotted amounts
- Attend child welfare workgroups and committees on which OCLA's CRP has been invited to participate as a representative of OCLA's CRP and in the capacity of a person with lived experience in the foster care system
- Recruit lived experts to participate in the various child welfare workgroups and committees on which OCLA's CRP has been invited to participate. Provide support and guidance to these lived experts to ensure that their voices are heard in these spaces
- Assist the CRP in developing a proposal for a peer support program for children and youth in foster care that is co-designed by young people with lived experience, acting as the lead coordinator in co-design efforts and eventually overseeing program implementation should necessary funding for implementation be secured
- Participate in CRP trainings, as a presenter and attendee
- Assist with the development of a virtual practice toolkit for attorney contractors and maintain the toolkit on an ongoing basis
- Assist with the development of a statewide provider resource guide and maintain the guide on an ongoing basis
- Assist with the ongoing development and distribution of a CRP newsletter
- Consult with CRP Program Counsel on technical support questions from attorney contractors, particularly as it pertains to client engagement and interviewing
- Collaborate with external agency partners
- Participate in and embrace OCLA's internal REJI commitments
- Assist in other related tasks and projects as assigned by the CRP Program Manager

Required Qualifications

- Lived experience as a young person in the foster care system
- Demonstrated ability to connect with and engage young people with lived experience in a trauma- and equity-informed manner

- Ability to develop and sustain respectful professional relationships with a diverse community of child welfare professionals and others
- Demonstrated understanding of and experience advocating against the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQIA+ or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically disproportionately overrepresented in the child welfare and related law and justice systems
- Demonstrated ability to prioritize tasks
- Experience functioning both independently and as part of a team of professionals in a collaborative environment
- Excellent oral communication skills
- Proficient with computer use and ability to become proficient in the use of specialized case management tools and training platforms
- Ability to exercise mature judgment in potentially sensitive situations

Preferred Qualifications

- Bachelor's Degree or higher is preferred, although applicants with sufficient professional experience responsive to the required qualifications above are strongly encouraged to apply
- Working understanding of the Washington State court systems
- Experience being a voice and advocate for individuals impacted by the legal system in professional settings
- Experience convening and facilitating interest holder groups, especially groups of young people with lived experience
- Experience with oversight, data tracking, and reporting
- Reside in Pierce, Thurston, King, or surrounding counties

Reporting

The CVCI Coordinator reports to the CRP Program Manager.

Compensation and Benefits

Salary: \$105,000.00-\$112,000.00 Full-Time Annually DOQ
 Benefits: Paid contributions to medical/dental, life insurance, and long-term disability insurance programs
 Leave: Paid vacation and sick leave benefits
 Retirement: Paid contributions to state retirement benefits

[Click here for more benefit information](#)

Application Procedure

Applications should be filed electronically with jobs@ocla.wa.gov and should include the subject heading **Statement of Interest Children's Representation Program CVCI Coordinator**. Submissions must include:

- A cover letter and resume outlining the applicant's credentials, including professional and lived experience that is responsive to the skills and background outlined in this Notice
- A list of at least three (3) professional references who can speak to the required and preferred qualifications listed in this Notice
- Application for State Jobs ([Word file](#))

CLOSING DATE: The announcement will remain open, and applications will be taken until the position is filled. OCLA reserves the right to close the recruitment at any time.

Additional Information

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 based on 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 OCLA's support team at support@ocla.wa.gov.