

# KING COUNTY BAR

## DV LEAD CASE MANAGER POSITION DESCRIPTION

### Mission

The King County Bar Association promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity, and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy.

### Position Mission

The Domestic Violence Legal Advocacy Project (DV LEAD) provides representation to domestic violence survivors in contested protection orders, dissolutions, parenting plan and parentage cases. The Legal Case Manager will work with the DV LEAD team consisting of the Managing Attorney, two Staff Attorneys and a Legal Assistant. The Legal Case Manager provides trauma-informed support to clients as they seek advice and representation with a domestic violence protection order and/or a family law case. Client support is provided throughout the various phases of the case from initial client contact through the completion of legal representation. This position will work in a hybrid work environment involving in-person and remote work.

## DUTIES AND RESPONSIBILITIES

- Manage case referrals and collaborate and promote community relationships between the DV LEAD Project and domestic violence advocates, legal service organizations, and other community partners;
- Conduct client interviews to assess legal and non-legal needs, and support clients as they navigate legal options and the legal process;
- Communicate with clients regarding case updates and legal information;
- Assist clients with ongoing safety planning and coordinate client access to community resources;
- Provide legal support for the Staff Attorneys and Managing Attorney;
- Facilitate and support client use of technology to attend court hearings as needed;
- Provide administrative support including data collection for grant reporting;
- Participate in KCBA or Pro Bono Services projects or initiatives as needed.

## POSITION REQUIREMENTS

- A minimum of one-year prior domestic violence work experience required;
- Knowledge of family law desired but not required;
- Experience working with diverse clients and communities;
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQ or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically marginalized in the law and justice system;
- Demonstrated ability to work well in an environment exposed to secondary trauma;
- Strong crisis management skills and ability to work effectively under pressure;

- Fluency in a language other than English desired but not required;
- Good organizational and communication (written and oral) skills;
- Demonstrated ability to handle multiple tasks, prioritize, and meet deadlines.
- Demonstrated ability to work collaboratively with others as well as independently

## **MINIMUM QUALIFICATIONS**

- College degree or comparable combination of education and relevant work or lived experience
- Proficiency with MS Word, Excel, Outlook, Adobe, and DocuSign

## **ABOUT KCBA**

Founded in 1886, KCBA is a membership legal organization with over 4,700 attorney members, over 75 staff and an annual budget of \$10,000,000. As a unionized workplace and an equal opportunity employer, KCBA is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Boards, its staff and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background; lived and professional experience; immigration status and citizenship; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness.

Please note, one of KCBA's programs supports attorneys working with parents and guardians of at risk children. As a result, certain convictions would make an applicant ineligible. The King County Bar Association requires all employees be fully vaccinated against COVID-19. To meet this requirement, all employees must provide proof of vaccination approved by the Center for Disease Control and Prevention (CDC). If you need a reasonable accommodation for the application process, have questions regarding eligibility, or have vaccination questions, contact Len Roden at [lenr@kcba.org](mailto:lenr@kcba.org).

## **POSITION DETAILS**

This is a non-exempt full-time position requiring occasional local travel within King County. Salary range is from \$58,000 to \$63,000 annually. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, flexible spending account, professional development opportunities, paid vacation and sick leave and more.

## **TO APPLY**

Priority will be given to those who apply by 5:00 p.m. September 23, 2024 via email. Make "DV LEAD Legal Case Manager" your subject line and send a letter of interest that addresses any lived or professional experience that would contribute to our advocacy, resume, and three references to: [HR@kcba.org](mailto:HR@kcba.org).