



## Washington State Office of Civil Legal Aid

1206 Quince St. SE  
Olympia, WA 98504  
MS 41183  
360-704-4135

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

### Notice of Position Vacancy

**Position:** Children's Representation Program Counsel  
**Agency:** Office of Civil Legal Aid  
**Open:** January 17, 2022  
**Close:** Open Until Filled; first review of applications received will occur on March 1, 2022. OCLA reserves the right to close the recruitment at any time.  
**Job Type:** Regular Full-time; FLSA Exempt  
**Salary:** \$97,500 -- \$105,000 Full-Time Annually DOQ  
**Location:** Flexible -- Determined on the Location and Needs of the Best Candidate

#### Overview

The Washington State Office of Civil Legal Aid (OCLA) is an independent state judicial branch agency that, among other things, administers and oversees the state's programs for appointed counsel to represent children and youth in dependency cases. OCLA's Children's Representation Program (CRP) underwrites and oversees the delivery of [standards-based](#), effective, equity-informed, and culturally competent attorney representation for children and youth for whom attorneys are appointed under state law in a manner that improves permanency and wellbeing outcomes for these children and youth consistent with their stated and legal interests.

OCLA is looking for an exceptional individual with a passion for equity and justice for children and youth involved in the child welfare system. The CRP Program Counsel will help maintain OCLA's existing program for appointed counsel to represent children and youth who remain dependent six months following termination of their parental rights (legally free children and youth) and support the design and implementation of a new statewide program for appointed counsel for children and youth 8 to 17 that the Washington State Legislature recently created. The CRP Program Counsel will work with the CRP Program Manager to develop and implement effective strategies for attorney recruitment, training, support, oversight, and accountability.

OCLA's CRP Program is committed to helping foster fundamental change to Washington State's child welfare and juvenile court practices that have historically and continue to cause disproportionate harms to children and youth of color, who have a range of learning and related disabilities, who are victims of multiple and compounding traumas, and who have never had a legal voice in the process.

## **Duties and Responsibilities**

- Work with the CRP Program Manager and OCLA's executive team to develop and implement strategies to recruit, train, support, and retain a diverse community of CRP contract attorneys.
- Work with the CRP Program Manager to monitor the performance of contract attorneys and their adherence to statewide standards for children's representation. Contract attorney monitoring functions include: biennial attorney reviews; court observations; document review; ensuring compliance with mandatory training requirements; conducting monthly reviews of contract attorney case management time and activity entries; and invoice review and approval. Some travel within Washington State will be required to fulfill these oversight duties.
- Provide technical support to contract attorneys.
- Support and facilitate the development of regional communities of CRP practice.
- Work with the CRP Program Manager to monitor, update, and maintain OCLA's CRP web pages.
- Identify and monitor trends within child welfare practice and needs of practitioners and their clients to support the CRP's child welfare and juvenile court system improvement efforts consistent with OCLA's focus on reducing disparate adverse outcomes for Black and other children and youth of color, and children and youth who identify as LGBTQ2S, are immigrants, or who are negatively impacted by social, cultural, racial, ability-based practices and biases.
- Work with child welfare and judicial system partners and stakeholders to reduce the adverse experience and improve outcomes for children and youth in care, especially those at risk of disproportionately negative harm.
- Embrace and actively participate in OCLA's internal equity and anti-racism-related efforts.

## **Background and Qualifications**

- Juris Doctor and in good standing with the Washington State Bar Association (required)
- At least three (3) years of experience providing standards-based legal representation to children and youth in dependencies and termination of parental rights proceedings (required)
- Substantial knowledge and understanding of courts, the court system, child welfare law, and standards-based legal representation of children and youth in child welfare cases (required)
- 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 LGBTQ2S or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who are disproportionately overrepresented in child welfare and in the law and justice systems (required)

- Demonstrated commitment to equity and justice for those disproportionately harmed by the law and justice system (esp. child welfare system) (required)
- Lived experience as or with children or youth involved in the child welfare system (preferred)
- Experience with 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 (required)

### **Reporting**

The Children’s Representation Program Counsel will report to the CRP Program Manager.

### **Compensation and Benefits**

Salary: \$97,500 -- \$105,000 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 [ocla@ocla.wa.gov](mailto:ocla@ocla.wa.gov) and should include the subject heading **Statement of Interest Children’s Representation Program Counsel**.

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 describing the outcomes of a specific project or program that the applicant has managed or been involved with as a principal
- Application for State Jobs (Word file)

**CLOSING DATE:** The announcement will remain open, and applications will be taken until the position is filled. **The first review of applications received will occur on March 1, 2022.** 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 Hope Hough at [hope.hough@ocla.wa.gov](mailto:hope.hough@ocla.wa.gov) or (360) 705-5564.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability (and continuing health and safety) considerations. We also support Washington State's greenhouse gas reduction efforts. We, therefore, take a generous approach to telecommunication and remote work activity.

# Office of Civil Legal Aid APPLICATION FOR EMPLOYMENT

All sections of the application must be complete and legible.

Job (Recruitment) Number	Position Applying For	Application Date
Name (Last Name, First Name, and Middle Name)		
Street Address	City and State	Zip Code
Telephone Number(s)		
Home:	Work:	Alternate:
E-mail Address (E-mail is our preferred method of communicating with applicants): <input type="checkbox"/> I do not have an e-mail address		

How Did You Learn About The Position?					
<input type="checkbox"/> Newspaper:	<input type="checkbox"/> AOC Website (Courts.wa.gov)	<input type="checkbox"/> NCSC.org	<input type="checkbox"/> WSBA.org	<input type="checkbox"/> Friend:	
<input type="checkbox"/> Careers.wa.gov	<input type="checkbox"/> WorkSource	<input type="checkbox"/> Other Website:	<input type="checkbox"/> Other Source:		

High School Graduation or GED <input type="checkbox"/> YES <input type="checkbox"/> NO											
	<b>College/University</b>				<b>Post-Graduate</b>				<b>Other</b>		
<b>School Name/Location</b>											
<b>Years Completed</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>			
<b>Year of Graduation</b>											
<b>Describe Degree Earned and Course of Study</b>											
<b>Describe any specialized training, certifications, apprenticeship, skills, etc.</b>											

## EMPLOYMENT HISTORY

**Start with present/most recent position. ALL sections of the Employment History section must be completed, and relevant experience to the position applied for must be on the application.**

Employer Name		City/State
Job Title	Supervisor Name and Contact Information	
Dates Employed:	Reason for Leaving	Do we have your permission to contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Total Time Employed		
Regular Duties and Responsibilities		

Employer Name		City/State
Job Title	Supervisor Name and Contact Information	
Dates Employed:	Reason for Leaving	Do we have your permission to contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Total Time Employed		
Regular Duties and Responsibilities		

Employer Name		City/State
Job Title	Supervisor Name and Contact Information	
Dates Employed:	Reason for Leaving	Do we have your permission to contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Total Time Employed		
Regular Duties and Responsibilities		

Employer Name		City/State
Job Title	Supervisor Name and Contact Information	
Dates Employed:	Reason for Leaving	Do we have your permission to contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Total Time Employed		
Regular Duties and Responsibilities		

List any professional organizations you belong to. You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.

Give name, address, and telephone number of three professional references who are not related to you and are not previous supervisors/managers. (Personal references can be added here, in addition to professional references).

- 1.
- 2.
- 3.

**I hereby certify that this application contains no willful misrepresentation or falsification and the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application could be rejected and, if employed, my employment terminated.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Special Note for Supreme Court positions:**

**All offers of employment are contingent upon the results of a background check which may include obtaining criminal history information through the Washington State Patrol. Information from the background check will not necessarily preclude employment with the Supreme; but will be considered in determining the applicant's suitability and competence to perform in the job.**

Revised 2/2021