



## Washington State Office of Civil Legal Aid

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

James A. Bamberger, Director  
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### Notice of Position Vacancy

**Position:** Children's Representation Program Manager  
**Agency:** Washington State Office of Civil Legal Aid  
**Salary:** \$102,500 - \$110,000 Annually DOQ  
**Location:** Olympia, WA (preferred); Alternative locations possible  
**Travel:** Substantial travel is required  
**Open:** December 21, 2021  
**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.

#### Overview

Recognizing that effective representation of children in dependency cases by qualified and properly trained attorneys results in improved permanency and wellbeing outcomes, the Washington State Legislature recently established a right to appoint attorneys for children and youth eight years old and above in dependency cases. The [new law](#) requires full implementation of this expanded right to counsel for children and youth over the next six-state fiscal years. The Legislature assigned responsibility for the administration of the program to OCLA, an independent agency in the judicial branch of state government.

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. OCLA is recruiting for a visionary leader to ensure an effective transition to full implementation of the newly expanded right to counsel and continue the agency's efforts to foster a fundamental change in the dynamics of Washington State's child welfare 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.

### **Principal Responsibilities**

The Program Manager oversees the day-to-day operation of the CRP, including the design and implementation of expanded CRP services pursuant to Chapter 210, laws of 2021 (codified at RCW 13.34.267). Working under the direction of the OCLA Director and executive leadership team, and with CRP Program Counsel and staff, the CRP Program Manager will:

- Oversee implementation of the expanded right to appointed counsel for children and youth eight years of age and older in dependency cases (ref. [HB 1219](#))
- Oversee and maintain the effective operation of the CRP program for children and youth eligible for appointed counsel six months following termination of their parents' legal rights
- Coordinate attorney recruitment and retention strategies for both programs consistent with OCLA's commitment to race equity, inclusion, and diversity
- Establish, maintain, and oversee systems for effective oversight and accountability of contract attorneys to equity-informed, standards-based, culturally competent representation of children in dependency and termination cases
- Cultivate relationships with state-based law schools to establish and maintain a pipeline of diverse, passionate, and well-trained new lawyers committed to effective legal representation of children in child welfare cases
- In accordance with OCLA contracting protocols, oversee the origination, negotiation, and execution of contracts for attorneys and firms to provide standards-based legal representation of children and youth in accordance with the standards adopted by the Washington State Supreme Court's Commission on Children in Foster Care
- Oversee the system for receipt, approval, and payment of invoices for CRP contract attorneys
- Expand and oversee the CRP contractor training program consistent with changes in substantive law, child welfare practice, cultural competency and race equity imperatives, and other relevant considerations
- Develop strategies to foster and support a statewide community of practice among CRP contract attorneys, including coordination of systemic legal representational strategies for children and youth in dependency cases
- Develop and oversee contract attorney performance review procedures and systems
- Supervise dedicated OCLA CRP Program Counsel and staff
- Develop systems to define, track, and report on data relevant to CRP effectiveness including, but not limited to, outcomes, race equity indicators, and geographic differentials in the treatment of children and youth in dependency cases
- Upgrade and maintain OCLA's CRP website
- Serve as the primary legislative liaison between OCLA and the Washington State Legislature, the Washington State Supreme Court's Commission on Children in Foster Care, and other key stakeholders on matters relating to CRP program operations

- In consultation with OCLA executive leadership, develop, track, oversee, and project CRP budgets and expenditures
- 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 (required)
- At least five years' experience working in the child welfare system or other work impacting the civil justice needs of youth and children. Experience representing young people in either juvenile justice, child welfare, or other relevant civil legal cases (preferred)
- Lived experience as or with children or youth involved in the child welfare system (preferred)
- 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 have been historically disproportionately overrepresented in the child welfare and related law and justice systems (required)
- 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)
- 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); experience with data tracking, analysis, and reporting (preferred)
- Ability to quickly learn and master new software applications, as required (required)

### **Reporting**

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

### **Compensation and Benefits**

Salary: \$102,500 - \$110,000 annually (Depending on Qualifications)

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 [ocla@ocla.wa.gov](mailto:ocla@ocla.wa.gov) and should include the subject heading **Statement of Interest – Children's Representation Program Manager.**

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)

### **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 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](mailto:support@ocla.wa.gov).

OCLA believes in providing substantial professional flexibility consistent with necessary accountability 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?

Newspaper:     
  AOC Website (Courts.wa.gov)     
  NCSC.org     
  WSBA.org     
  Friend:

Careers.wa.gov     
  WorkSource     
  Other Website:     
  Other Source:

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

## 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