



Washington State Office of Civil Legal Aid

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James A. Bamberger, Director
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Notice of Position Vacancy

Position: Children's Representation Program Manager
Agency: Office of Civil Legal Aid
Opening Date: 3/24/2014 (8:00 a.m. PDT)
Closing Date: 4/25/2014 (5:00 p.m. PDT)
Job Type: Regular, Full Time
Salary: \$72,000 - \$80,000 Annually DOQ
Location: TBD

Overview

The Washington State Office of Civil Legal Aid (OCLA) is an independent judicial branch agency that manages and oversees state appropriations for civil legal aid in Washington State. During the 2014 session, the Washington State Legislature enacted 2ESSB 6126 which provides for the appointment of attorneys to represent children in all dependency cases six months following termination of parental rights. This legislation provides that, subject to appropriations, the State of Washington pay for attorney representation for these children that is provided consistent with specific practice, training and caseload standards developed by a Children's Representation Work Group in 2010. 2ESSB 6126 assigns administration, oversight and state contracting responsibility to the Office of Civil Legal Aid. OCLA will hire a full-time attorney to develop, implement, monitor and effectively support the provision of legal representation for children under this new program.

Primary Activities

The Children's Representation Program Manager will have primary responsibility to establish a program pursuant to which state funding will be made available to underwrite the appointment of attorneys to represent children in accordance with the practice, caseload and training standards outlined in 2ESSB 6126. Such activities will include, but not be limited to, the following:

- a. Originate, negotiate, execute and monitor contracts with local jurisdictions for the reimbursement of costs associated with the required appointment of attorneys to represent children
- b. Originate, negotiate, execute and monitor performance under a contract for attorney training that meets the standards adopted by the Children's Representation Work Group

- c. Develop and implement an individual case assignment and activity tracking system and other systems necessary to monitor attorney compliance with applicable practice and caseload standards
- d. Establish a State Children's Representation Advisory Committee consisting of representatives of key institutional partners including, but not limited to, representatives of the Superior Court Judges Association, Washington Supreme Court Commission on Children in Foster Care, Washington State Office of the Attorney General, Washington State Office of Public Defense, Center for Children and Youth Justice, Partners for Our Children, Columbia Legal Services, and the Washington Association of Juvenile Court Administrators
- e. Engage in outreach and consultation with individual attorneys, judges, court administrators, training providers and others to ensure the effective implementation of the Children's Representation program consistent with the requirements of 2ESSB 6126
- f. Work with fiscal staff at the Washington Administrative Office of the Courts to provide effective fiscal management and accountability of the State Children's Representation Program
- g. Work with the Director of the Office of Civil Legal Aid to provide necessary information to legislative members and staff

Skills & Background

- Licensed to practice law in Washington State (required)
- Experience representing children in dependency proceedings in Washington State (required)
- Experience supervising, mentoring or providing case-specific support for other attorneys (preferred)
- Experience with contract and project management (preferred)
- Experience representing children and/or individuals with non-dominant cultural and ethnic backgrounds, disabilities or other diversity characteristics (preferred)
- Knowledge of and experience with federal Indian Child Welfare Act (preferred)
- Leadership

Reporting

- The Children's Representation Program Manager will report to the Director of the Office of Civil Legal Aid

Compensation and Benefits

- Salary: \$72,000 to \$80,000 DOE
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

Application Procedure

Applications should be filed electronically with ocla@ocla.wa.gov and should include the subject heading **Statement of Interest Children's Representation Project Manager.**

Submissions must include:

- A cover letter and resume outlining (a) the attorney's experience in providing standards-based representation to children in child welfare cases and (b) other relevant information that is responsive to the skills and background outlined in this Notice
- A list of at least three (3) peer attorney and judicial references
- A self-edited writing sample

CLOSING DATE: Submissions must be filed by the close of business on **Friday, April 25, 2014** to be considered. Anticipated start date is May 14, 2014.

Additional Information

The Office of Civil Legal Aid is an equal employment opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, marital status, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability considerations. It also supports Washington State greenhouse gas reduction efforts. It therefore takes a generous approach to telecommunication and off-site work activity.

If reasonable accommodation is required to assist an otherwise qualified individual to timely respond to this Notice, please contact:

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Reservation of Right to Rescind Notice

The requirements of 2ESSB 6126 take effect on July 1, 2014. Because of the short timelines involved, this Notice is being issued prior to gubernatorial action on the bill itself and section 115 of ESSB 6002 which appropriates funding to the Office of Civil Legal Aid to implement this program. Should either 2ESSB 6126 or the provisions of the supplemental budget bill appropriating funding for this program not be approved by the Governor, this Notice shall be rescinded.