

Legal Navigator Job Announcement



Sexual Violence
LAW CENTER

Sexual Violence Law Center (SVLC) is nonprofit law firm, housed at Legal Voice, that aims to improve Washington State's legal response to survivors of sexual violence through (1) holistic legal assistance and representation in a variety of legal areas; (2) trainings and technical assistance for attorneys, advocates and professionals working with survivors; and (3) survivor rights policy reform. SVLC engages in trauma-informed, survivor-centered advocacy, rooted in race and gender equity practices. We currently seek applicants for a **Legal Navigator** to join our team.

Position Summary:

Reporting to the SVLC Director, the Legal Navigator supports victims of crime referred through Project Safety to help determine their civil legal needs and refers the client to appropriate Project Safety legal aid partners and community resources for civil legal assistance. Project Safety is a coordinated effort in King County between Sexual Violence Law Center, King County Bar Association, Eastside Legal Assistance Program, Northwest Immigrant Rights Project, Northwest Justice Project, and King County Prosecutor's Office to connect domestic and sexual assault crime victims to civil legal aid. The Navigator plays a central role in connecting survivors to legal assistance. This position requires understanding the core principles of trauma-informed practices, anti-oppression and grounding those principles in everyday work. **This a grant funded position which is contingent on continued funding.**

Location: The Navigator will be coordinating cases out of the Regional Justice Center in Kent, WA. Our office is in downtown Seattle with some opportunity to work remotely.

Salary & Benefits: This full-time, non-exempt position starts at \$29.25/hr. Benefits include health insurance (medical, dental, vision); three weeks of vacation to start in a culture that supports and encourages people to use their vacation time; ten paid holidays per year; 401K eligibility after six months of employment with possible employer contribution; paid sick and safe leave; flexible and generous family leave; and professional opportunities. For candidates interested, there is opportunity for growth in this position through continuing education and certifications.

Responsibilities include but are not limited to:

1. Legal Navigation

- Receive and track Project Safety eligible referrals from the King County Prosecutor's Office and project partners.
- Assess a survivor's most urgent civil legal needs, as well as discuss other civil legal needs that the client identifies, or which the Navigator recognizes.
- Coordinate with the King County Prosecutor's office to collect materials needed for case referral and review.
- Identify appropriate Project Safety partner or other legal resources to assist the survivor and make a timely referral.
- Organize and manage information through legal software system and appropriate databases.
- Provide trauma-informed communications with survivors.
- Maintain privilege and confidentiality as required by statute and the Rules of Professional Conduct.

2. Community Relations and Race Equity

- Attend and participate in Project Safety meetings.
- Develop and maintain meaningful relationships with community partners to facilitate services and resources for survivors, particularly in communities facing greater legal barriers.
- Actively participate in task forces, coalitions and initiatives pertaining to victim rights.
- Work closely with the team and community to ensure that our policies, practices, and culture promote principles of racial and gender equity.

3. Program Administration

- Assist SVLC Director, and in collaboration with other program staff, in ensuring that grant and contract deliverables are met.
- Collect demographic and data as required by Project Safety.
- Maintain program and administrative records.
- Perform other duties as assigned.

Required Qualifications:

- Excellent writing and communications skills
- Sound judgment
- Proactive, solutions-oriented
- Able to work independently and collaborate with the team
- Able to travel independently for off-site meetings and trainings.
- Experience working with vulnerable populations, particularly survivors of sexual assault, domestic violence, or child abuse, whether in a legal or non-legal capacity.
- Demonstrated ability to build and maintain relationships in marginalized communities, including communities of color. Recognize that the intersection of racism and misogyny is at the root of our work.

Preferred Qualifications:

- Fluency in a language other than English, or other personal qualities that contribute to the program's commitment to diversity.
- Demonstrated ability to interact with people of different cultures and backgrounds.
- Prior experience working in a nonprofit setting or community-based organizations.
- Legal experience in family law and at least one of SVLC's other main practice areas: civil rights, immigration, housing, employment, education/Title IX, public benefits, consumer rights, or criminal law.
- Ability to engage and collaborate on self-care and resiliency practices.
- Sense of humor.

Application Process: Please email your resume and cover letter to svlc@svlawcenter.org with the subject header of your last name and the position you're applying for. Applications are accepted on a rolling basis until the position is filled, with preference given to submissions received by **May 31, 2022**. Please indicate in your cover letter if you prefer we retain your application for future consideration. Please no phone calls. This position requires a criminal background check, which includes fingerprinting.

Non-discrimination: *SVLC is committed to fostering the leadership of all survivors, particularly those from underrepresented and marginalized communities. We follow an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.*