

BMAC:

Job Opening Legal Assistance Coordinator, Walla Walla WA

The Legal Assistance Coordinator will work directly with the Legal Assistance Program Director to coordinate civil legal aid assistance for eligible clients. This position will schedule internal BMAC program outreach for purposes of coordinating legal aid services and making appropriate referrals for clients. The Legal Assistance Coordinator will help manage the legal assistance directories, create and update program documents/forms as needed, support client efforts directly in preparation for attorney consultations, and offer assistance during legal clinics. Travel will be required to assist clients and provide community outreach in a wide program delivery region.

Blue Mountain Action Council is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

BMAC has implemented a mandatory vaccination policy requiring COVID-19 vaccination for all employees. In accordance with BMAC's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases that may be reduced by vaccinations.

Employees will be required to provide a copy of their vaccination card or other medical facility provided proof for their confidential files to the HR Director when submitting their acceptance of our official offer of employment.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:

HR@bmacww.org

The job application is available in our office or online at <https://bmacww.org/aboutus/employment>.

This position is open until filled.
Questions: Lisa Mathias, Human Resource Officer 509-529-4983

BLUE MOUNTAIN ACTION COUNCIL
Walla Walla, WA 99362

JOB DESCRIPTION

POSITION TITLE:	Legal Assistance Coordinator	REPORTS TO:	Legal Assistance Program Director
EMPLOYMENT STATUS:	Nonexempt	SUPERVISES:	No one

HOURS OF WORK: Up to 40 hours based on contract funding.

SALARY: \$21.21 at hire

GENERAL DESCRIPTION/ BASIC FUNCTIONS:

The Legal Assistance Coordinator will work directly with the Legal Assistance Program Director to coordinate civil legal aid assistance for eligible clients. The Legal Assistance Coordinator must be able to network, recruit, and maintain professional working relationships with local (and long distance) attorneys. This position will be involved in scheduling internal BMAC program outreach for purposes of coordinating legal aid services and making appropriate referrals for clients. The Legal Assistance Coordinator will help manage the Legal Aid Wall, create and update program documents/forms as needed, support client efforts directly in preparation for attorney consultations, and offer assistance during legal clinics. The Legal Assistance Coordinator will collaborate in planning and implementation of program events (including an annual Continuing Legal Education seminar). Travel will be required to assist clients and provide community outreach in a wide program delivery region.

The Legal Assistance Coordinator must display a thorough understanding of client confidentiality and demonstrate ability to follow confidentiality standards and policies accordingly. Additionally, it is vital that the Legal Assistance Coordinator develop a thorough understanding of what constitutes giving legal advice and the boundaries associated with assisting program clients as a non-attorney.

JOB SETTING: Position will primarily be based in the main office of Blue Mountain Action Council.

ESSENTIAL FUNCTIONS: *Includes the following. Other duties may be assigned.*

1. Assess referred BMAC program clients' legal needs for barriers to housing attainment or housing stability.
2. Under direction of the Program Director, understand and be able to facilitate use of all Legal Aid Binder program documents including both informational and process documents (i.e. intake forms, brochures, etc.).
3. Meet with clients either in person or virtually to deliver, receive, or give brief explanations of referral program documents and processes.
4. Regularly interact with volunteer attorneys and court personnel in a professional manner regarding new and existing referrals.
5. Maintain complete and accurate files and computer records (particularly in HMIS, Legal Server and Cap60, program client-tracking databases).
6. Make oral or written presentations as requested for community outreach meetings or BMAC staff training regarding how to detect legal needs and specific BMAC Legal Assistance Program service parameters and processes.
7. Continue to monitor and record facilitation as necessary with clients and assigned legal service providers to address any barriers to meeting client needs and identify effective strategies to remove those barriers.

BASIC PERFORMANCE EXPECTATIONS OF ALL STAFF:

Accountability:

- Issues are raised and receive prompt responses
- Communicate with honest, authentic conversation, using active listening with staff and clients
- Maintain a high level of confidentiality
- Delegate responsibilities and trust the person/team will complete them to the best of their ability.
- Be well-versed in BMAC programs and services to fully meet client needs

Dignity:

- Value the contributions of each position and what it adds to the organization
- Everyone is treated as a whole, unique and capable person
- Honor the experiences and expertise our clients have regarding their lives
- Rebuild client's sense of self-worth and confidence

Diversity/ Equity /Inclusion

- Be a safe and accessible space for all
- Actively identify and root out systemic racism/implicit bias in the work place and commit to more inclusive practices
- Foster a sense of belonging among staff and clients
- Commit to a strong culture of Diversity/Equity/Inclusion

Spirit of Service:

- Deep desire to be in service to others
- Give clients our best effort/best work every time
- Stay present during client interaction
- Make an additional effort to meet client needs even when they don't fall within the scope of our programs

REQUIRED SKILLS AND ABILITIES:

1. Excellent ability to communicate verbally and in writing.
1. Ability to work collaboratively with both BMAC staff and program volunteers and Board members.
2. Current understanding or willingness to learn legal ethics, including attorney conflict of interests, confidentiality, and obtaining appropriate releases of information.
3. Ability to manage a variety of tasks at one time.
4. Ability to initiate and respond to communication such as emails or letters in a timely manner.
5. Working knowledge of Microsoft Office programs.
6. Proficiency and experience with data entry.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ability to remain in a stationary position 50-75% of the time.
2. Ability to operate a computer and other office productivity machinery, such as a copy machine, computer printer, facsimile machine or scanner.
3. Ability to speak, hear, read and write.

QUALIFICATIONS:

2. Work experience equivalence or two years of college, with good computer/writing skills.
3. At least a year of work experience in a direct services coordination position.
4. A general knowledge of the civil legal system.

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

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