



JOB DESCRIPTION

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

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|-------------------------|---|--------------------|--------------|
| Job Title | Parent Advocate Attorney | Division | Tribal Court |
| Department | TOCLA | BOD, CAO, CEO, COO | COO |
| Location | 6332 31 st Ave NE Suite B | Travel Required: | Yes |
| Pay Grade/Rate | DOE- See Salary & Leave Schedule | Position Type | Contracted |
| Background Tier | Tier II | Classification | Exempt |
| Skills Testing Required | Typing 35 wpm | Safety Sensitive | No |
| Supervisor | TOCLA Lead Attorney and TOCLA Program Manager | Subordinate(s) | No |

Job Description

JOB SUMMARY

Attorney will provide holistic and collaborative legal representation to parents involved in dependency cases and represent them in Tribal Court. Attorney will meet with clients to explain their legal rights, investigate allegations, counsel clients regarding legal issues to insure they make informed decisions, and represent clients in all dependency litigation through the Tribal Court. Legal representation provided by the attorney focuses on mediation, empowerment, and culturally appropriate advocacy.

ESSENTIAL JOB DUTIES

1. Provide holistic, strengths-based, culturally competent representation of parents in Youth in Need of Care cases in the Tulalip Tribal Court and in other collateral legal matters;
2. Work collaboratively and holistically with other parties in typically adversarial environments;
3. Work directly with clients and assist with presentations geared toward the Tribal community.
4. Respond in a timely manner to comply with court orders and the laws of the Tulalip Tribes;
5. Attend meetings with clients when necessary;
6. Meet individually with clients in a variety of settings;
7. Work collaboratively with clients, their families, case managers, and service providers;
8. File motions and responses pursuant to the laws of the Tulalip Tribes;
9. Provide notice and service on clients in a timely manner;
10. Counsel and advise clients at all stages of their Youth in Need of Care case;
11. Negotiate case plans, services, and orders in preparation for Court;
12. Successfully manage trials and post-trial matters;
13. Maintain files, data entry, shared calendars and office space;
14. Assist with other duties within the Tulalip Office of Civil Legal Aid as requested;
15. Regular and satisfactory attendance and punctuality.
16. Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- High School Diploma or GED equivalent.
- Juris Doctorate from an accredited law school required.

**MINIMUM RELATED EXPERIENCE**

- Three (3) years litigation experience.
- One (1) year experience practicing as a licensed attorney.
- Experience and thorough knowledge of child welfare/dependency laws, Indian Child Welfare cases, civil litigation, and/or public defense. *preferred*
- Strong preference for an attorney with one or more of the following attributes: (1) Legal experience in civil legal aid, especially child welfare/dependency cases, or public defense; (2) Experience representing Indian tribal members in tribal courts; (3) Ability to work with diverse and/or low-income populations; (4) Familiarity with Tulalip Tribes Youth Code 4.05, the child welfare code of the Tulalip Tribes;

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- Must be licensed to practice law in Washington State or become licensed to practice law in Washington State within six months
- Must be a member of the Tulalip Tribal Bar or able to pass the Tulalip Tribal Bar Exam after acceptance of position.
- Employment is contingent upon successful completion of a pre-employment background check.

KNOWLEDGE OF

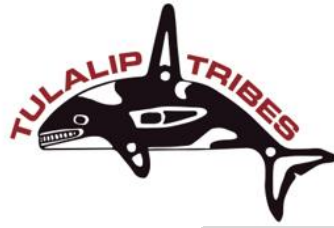
- Strong interpersonal communication skills.
- Strong legal writing skills.
- Microsoft Office software programs and basic computer skills.
- Proficient in basic filing system principles.
- Working with or within Native American communities.
- Working with underprivileged populations.

ABLE TO

- Maintain all office records in strictest confidentiality according to Washington State Bar Rules of Professional Responsibility.
- Attend progressive related training as deemed necessary.
- Demonstrate the tolerance and patience to work with upset, frustrated, or impaired persons.
- Establish and maintain a tickler system to ensure scheduled cases and resultant paperwork are prepared for court.
- Work independently with minimal supervision.
- Work in a culturally diverse environment.
- Be capable of presenting at trial, agreed or contested hearings;
- Have a sense of humor and can work well with other colleagues;
- Serve on and participate in the Tulalip Tribes Law and Justice Committee as needed;

PHYSICAL REQUIREMENTS

- Dexterity for the operation of computer, office machines and routine paperwork.
- Stamina to sit, stand, and/or walk for prolonged periods.
- Strength to lift objects weighing up to 20-50lbs. occasionally.
- Mobility to bend, stoop, and/or climb stairs on an everyday basis.
- Ability to sit extended periods, up to eight hours per day



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| Reviewed By: | Alicia Horne | Date: | March 3, 2021 |
| Approved By: | Angela Rice | Date: | March 4, 2021 |