

## Washington Autism Alliance & Advocacy

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**Position:** Director of Legal Services

**Reports to:** CEO

WAAA's mission is to expand access to healthcare, education and services for people with autism and other intellectual developmental disabilities in Washington State. We are successful because our staff support each other in a culture of teamwork, mutual caring and support, and dedication to our mission.

We have three mutually reinforcing program strategies: legal services, policy advocacy, family navigation and training and community education. Core to all of our work is our legal services program, which reaches persons with developmental disabilities including autism and related mental health disorders of all ages throughout Washington State.

Our clients are youth and adults who need affordable legal advocacy to prevent homelessness, access healthcare, education and employment and get their basic health and other needs met. In our work, we also aim to move systems away from exclusion, punishment, incarceration and institutionalization towards more effective and community-based strategies that address root causes and provide trauma informed, socially significant, developmentally appropriate and family focused support and opportunities for our clients.

At WAAA we believe that racial and other social identities should be respected and affirmed. In support of this belief, we are trying to build an equitable and inclusive organization and providing our team of staff, volunteers and Board members with the tools to address institutionalized discrimination and other forms of oppression. All members of our team are responsible for providing and supporting an equitable and inclusive work environment that will enrich our interactions with each other and our products and services. This responsibility provides the foundation for empowering the children, adults and families that we serve so their needs are justly represented and their desires amply fulfilled.

### **JOB OVERVIEW**

WAAA is seeking a Director of Legal Services who will be responsible for building, leading and maintaining WAAA's high quality and holistic direct legal services program consistent with the organization's values, vision and mission. In this role, the Director of Legal Services will build on WAAA's 13 years of experience and collaboratively develop, lead and implement priorities and impact strategies and supervise our client-directed work across the state.

The Director of Legal Services supervises paralegals and pro bono Attorneys and non-attorney advocates and oversees the onboarding, training, and professional development of all attorney and non-attorney legal services staff. The Director of Legal Services does not carry a caseload but provides litigation and other case handling support to Attorneys and paralegals across the state. The Director of Legal Services oversees and manages attorney licensing, protocols and professional and ethical duties related to case

handling and contract acquisition, deliverables, and reporting related to the legal services program activities.

The Director of Legal Services reports to the CEO, is a member of WAAA's Executive Team, and works with all staff in supporting strategic policy advocacy, community engagement, and communication efforts to ensure visibility and accountability across diverse communities and social justice movements. This position will require frequent travel to WAAA offices across the state. This position will be based out of WAAA's King County office in Redmond.

### **PRIMARY RESPONSIBILITIES 1. Leadership**

- Collaboratively develop, coordinate, and lead the strategic direction and implementation of WAAA's statewide direct legal services program in alignment with WAAA's Values, Vision and Mission.
- Expand tools and impact of WAAA's legal services program by exploring and developing anti-discrimination strategies, including community or movement lawyering. This involves collaboration with the Policy Director, Community Engagement & Program Director staff and youth and communities most impacted by access to care disparities.
- Build and cultivate relationships and engage directly with both WAAA staff and our funding partners to ensure alignment with and accountability to impacted communities.
- Work with allies and partners within and outside the legal community to advance strategy and impact goals.
- Work collaboratively with the Executive Team and Board, including assistance in budget development and stewardship of resources.
- Collaboratively create and ensure leadership and professional development opportunities are equitably distributed to staff.
- Communicate and advocate for staff needs, concerns, and suggestions to the Executive Team.
- Collaboratively develop and model strong relationships as well as timely and consistent lines of communication between the Executive Team and Program Staff.

### **2. Supervision**

Supervise Attorneys, paralegal(s) and other program staff:

- Lead and coordinate onboarding of new Attorneys and non-attorney advocates
- Conduct performance evaluations and provide support, ongoing mentoring and training, and professional development opportunities for direct reports
- Approve and manage timesheets, vacation requests, and expenses for direct reports
- Foster and develop skills for supportive and collaborative teamwork  
Support and ensure culturally relevant onboarding, training and professional development of all legal services staff:
- Collaborate with CEO and WAAA attorneys to continue refining and improving onboarding, training and development opportunities for attorneys.
- Collaborate with CEO, Attorneys and non-attorney advocates to establish onboarding and training structures for non-attorney advocates.

- Oversee and hold Attorneys and non-attorney advocates accountable to provide proper and high quality legal services and family navigation. Collaborate with Operations to coordinate onboarding and proactively connect staff with training, development and CLE opportunities based on staff needs and interests.
- Identify and develop external networks and resources for consultation and development.
- Create and maintain an accessible resource bank/legal library, including briefs, templates, relevant case law and other institutional knowledge.
- Collaborate with Community Engagement and Program Manager to build staff capacity to engage in family focused advocacy, including community or movement lawyering.

Provide litigation and case support:

- Oversee and manage organization's litigation docket, including regular assessment of capacity and meeting support needs of each office and the program overall.
- Assess, communicate, and develop strategy and impact of WAAA's legal services program
- Provide guidance, expertise, and technical assistance on litigation in coordination with Attorneys and Policy Director.
- Coordinate with Managing Attorneys to provide case coverage during vacation, sick and other leaves or during periods of staffing transitions.
- Co-counsel as appropriate to provide training and development opportunities to staff.
- Oversee amicus work in coordination with the Policy Director.
- Facilitate co-counseling arrangements across local offices.
- Recruit pro bono and other litigation support for attorneys/offices and facilitate communication and connection where needed.

### **3. Management**

- Ensure licensing compliance of all WAAA attorneys
- Ensure compliance with Rules of Professional Conduct
- Manage license renewal process
- Manage Fellowships & Pro Bono Attorneys
- Centralize fellowship inquiries and work with local offices to develop fellowships in alignment with WAAA Values, Vision and Mission.
- Supervise and oversee the planning of fellowship projects, including the development of big picture goals and checkpoints.
- Monitor the progress of fellowship projects on a quarterly basis.
- Recruit and centralize information and access to attorneys interested in volunteering.
- Oversee and manage contract acquisition, deliverables, and reporting related to the legal services program activities, with primary responsibility on Fellowships
- Review data and edit reports for local office contracts prior to submission.
- In coordination with Executive Team, Attorneys and impacted employees, seek funding, develop proposals, communicate with funders and develop funder relationships

- Oversee and collaboratively develop program policies and practices for the legal services program work, including case handling protocols, document management, electronic case management and timekeeping tools, conflicts of interest, and volunteer and intern management.

## **QUALIFICATIONS**

### **Required**

- Member in good standing of the Washington State Bar Association or eligible for reciprocity or willing to seek admission to the Washington State Bar Association
- Demonstrated commitment to and competency with building meaningful relationships with youth, young adults and communities impacted by the systems in which we are working.
- Demonstrated commitment to standing in relation and accountability to most impacted communities in each of the regions we serve
- Demonstrated experience providing high-quality training, supervision and interpersonal mentorship.
- Strong legal advocacy and analytical skills. Demonstrated excellence in administrative hearing and civil litigation, negotiation, clear and persuasive writing, and oral presentation.
- Solid analysis of systemic oppression, including institutional racism, and demonstrated commitment to undoing institutional racism and other forms of oppression.
- Demonstrated experience with anti-racist advocacy.
- Interest in holistic and non-legal advocacy, community or movement lawyering.
- Innovative problem solver and strategic thinker with a growth mindset.
- Strong interpersonal and communication skills.
- Ability to work effectively and collaboratively as part of a senior management team.
- Demonstrated alignment with WAAA Values: Calm, confident competence. Creative cutting-edge advocacy. Nimble, flexible and responsive service.
- Humility.
- Must be able to plan for and travel to WAAA offices and throughout the state three to four times a month, with periodic overnight stays, to meet agency needs.

### **Strongly preferred**

- Experience providing legal services to individual clients.
- Experience in relevant areas of law (special education, Medicaid/EPSDT, Mental Health Parity, or other areas of disability law).
- Demonstrated experience providing high-quality training, supervision and interpersonal mentorship to attorneys and non-attorney legal advocates.
- Experience with holistic and non-legal advocacy, community or movement lawyering.
- Established relationships with and accountability to most impacted communities in the regions we serve.

## **TO APPLY**

Please email a concise letter of interest and resume to [Office@WashingtonAutismAdvocacy.org](mailto:Office@WashingtonAutismAdvocacy.org). Please write "Director of Legal Services" and your last name in the subject line. No phone calls or other email

inquiries please. Position open until filled.

**COMPENSATION AND BENEFITS**

WAAA is committed to providing employees with a competitive salary and benefits package. The salary range for this position is \$65,000 - \$90,000. Position comes with full benefits (including medical, dental, vision, generous paid time off, long and short term disability, and retirement account).

*All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are encouraged to apply. WAAA is an Equal Opportunity Employer. WAAA is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff.*