



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

REQUEST FOR QUALIFICATIONS/PROPOSALS CONTRACTED SERVICES

DEPARTMENT: TRIBAL COURTS

CONTRACT TITLE: CIVIL LEGAL AID ATTORNEY

CONTRACTED 160 HOURS MONTHLY

COMPENSATION: \$7,842.08 MONTHLY, THROUGH DECEMBER 31, 2028

SUMMARY: The Skokomish Indian Tribe seeks a dedicated Civil Legal Aid Attorney to provide high-quality legal representation and advocacy exclusively for Skokomish Tribal members in civil matters. The attorney will address critical legal needs such as housing, Indian Child Welfare, employment, family law, and issues related to tribal sovereignty and treaty rights. The role involves collaboration with tribal programs and regional legal service providers to promote access to justice for Skokomish Tribal members.

NATURE OF WORK: This position focuses on providing comprehensive civil legal services to Skokomish Tribal members, addressing issues that impact their rights and well-being on and off the Skokomish Reservation. The attorney will manage a diverse caseload, including but not limited to:

- Landlord-tenant disputes involving tribal housing or reservation-based properties.
- Family law matters, such as domestic violence protection orders, and
- Indian Child Welfare Act (ICWA) cases.

Contractual Duties and Responsibilities

1. Provide direct legal representation and legal assistance to eligible Skokomish Tribal members in civil matters.
2. Provide legal education for Tribal members on topics such as housing rights and ICWA.
3. Maintain one consistent, regularly scheduled full eight-hour day each week on-site at the Skokomish Tribal Court, including consistent office hours for client appointments and drop-in services.
4. Attend all regularly scheduled Skokomish Tribal Court dates and provide additional in-person services when necessary to effectively represent clients.
5. Timely response to referrals and communications from prospective and existing clients and notify the Tribal Court Administrator when unable to accept or continue a referral.
6. Collaborate with Skokomish Tribal programs and regional legal organizations to enhance service delivery.
7. Stay informed on changes in federal Indian law, Tribal law, and relevant state and federal regulations.
8. Assist in grant reporting and other requirements necessary to sustain the legal aid program.
9. Support the Tribal Court through assigned civil legal aid duties, including serving as conflict counsel for eligible clients when appropriate.
10. Uphold ethical standards, client confidentiality, and respect for Skokomish cultural values in all interactions.

11. Remote work may be performed outside of required on-site office hours and Tribal Court appearances when appropriate to effectively serve clients and the Court.
12. The role requires sensitivity to Skokomish cultural values and occasional travel to serve members living off reservation. Compliance with grant reporting requirements is essential to sustain program funding.

QUALIFICATIONS: The successful candidate will meet the following qualifications:

Required:

1. Degree from an accredited law school and admission to the WA State Bar Association. Must be eligible for admission to the Skokomish Tribal Bar.
2. Minimum of two years of experience in civil legal aid or related fields, such as housing, family law, consumer rights, or Indian law.
3. Be on-site and in attendance for at least one full eight-hour day each week.
4. Attend all Skokomish Tribal Court dates.
5. In-depth knowledge of federal Indian law, Tribal sovereignty, treaty rights, and jurisdictional issues in Indian Country, particularly Washington State.
6. Strong oral and written communication skills, with experience drafting legal documents and presenting cases in tribal or state courts.
7. Ability to manage a high-volume caseload independently in a culturally sensitive and fast-paced environment.
8. Cultural competency and experience working with Native American communities, with a commitment to understanding Skokomish Tribal culture and traditions.
9. Valid Washington State driver's license and ability to travel as needed to serve Tribal members.

Preferred:

1. Five or more years of legal experience in civil litigation or legal aid services, with a focus on Native American clients.
2. Direct experience with the Indian Child Welfare Act (ICWA).
3. Familiarity with the Skokomish Indian Tribe's history, governance, and legal framework.
4. Experience with grant-funded programs, including compliance and reporting.
5. Proficiency in developing community-based legal education programs for tribal members.

This is a contracted position and does not qualify for Tribal employee benefits.

For more information contact Winona Plant Personnel Manager at wplant@skokomish.org,

360-426-4232 x.2009