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 COURT**

CONTRACT TITLE: **HOUSING ATTORNEY**

CONTRACTED **160 HOURS MONTHLY**

COMPENSATION: **$7,500 MONTHLY**

ANTICIPATED CONTRACT TERM: JANUARY 1, 2027, THROUGH SEPTEMBER 29, 2028, SUBJECT TO CONTINUED FUNDING AND CONTRACT RENEWAL

SUMMARY: The Skokomish Indian Tribe seeks a Housing Attorney to help eligible Skokomish Tribal members and descendants who are older adults with social or economic needs maintain safe, stable housing. Funded through the Legal Assistance Enhancement Program (LAEP), the attorney will provide advice, limited representation, and full representation on and off the Reservation throughout Washington State.
Housing matters include eviction defense and landlord-tenant disputes; access to or preservation of Section 8, public, and Tribal housing assistance; foreclosure defense and loss mitigation; predatory lending, reverse-mortgage abuses, and equity stripping; utility shutoffs threatening housing; and habitability or reasonable-accommodation claims. Eligibility follows approved LAEP criteria, with priority for elders facing imminent housing loss.
Representation may occur in Skokomish Tribal Court, Washington state courts, housing authority and other administrative proceedings, and federal court when necessary and appropriate. Required admissions must be obtained before appearing.

CONTRACTUAL DUTIES AND RESPONSIBILITIES:
Provide legal advice, negotiation, document preparation, limited appearances, and full representation when appropriate. Attend proceedings necessary to protect accepted clients' interests.

1. Maintain accessible intake, eligibility screening, conflict checks, engagement agreements, secure case files, and deadline tracking. Maintain secure case files with limited access and protect client information consistent with professional obligations and any Tribe or grant requirements. Prioritize urgent housing threats, respond promptly to clients, and communicate referral acceptance or capacity limits to the Project Director without disclosing protected information.
2. Provide in-person services as needed and remote, community-based, or home intake when appropriate to address access barriers. Complete Tribal Court orientation and a cultural briefing; respect Skokomish values, elders' roles, and client goals.
3. Coordinate referrals with Housing, elder programs, health and social services, and community partners. Screen for related needs, refer matters outside project scope or capacity, and follow up when appropriate and authorized.

4. Participate in monthly coordination with the Project Director and Washington State Legal Assistance Developer to address barriers and implement the Meaningful Collaboration Plan. Provide culturally appropriate housing education and obtain required approvals before public use of outreach materials.
5. Maintain data for evaluation and Older Americans Act–consistent reporting, including unduplicated clients, service levels, housing issues, jurisdictions, referral sources, response times, demographics, and outcomes. Assist with documenting housing stability results (for example, eviction averted, housing assistance preserved, foreclosure avoided, or habitability improved) for project evaluation. Submit timely service summaries and grant-report contributions using aggregated or appropriately de-identified information.
6. Support targets of at least 20 unduplicated eligible clients in Year 1 and 30 in Year 2, with positive housing outcomes for at least 70 percent of clients receiving limited or full representation. These are project targets, not guarantees of individual results.
7. Participate in quarterly evaluation discussions with the Project Director, Legal Assistance Developer, and evaluation consultant. Assist with intake and closing measures, client feedback, the Year 1 assessment, and final evaluation.
8. Contribute tools and lessons to the Replication Plan for adaptation by at least two other tribes or regions. Help establish lasting intake, case-management, reporting, and quality procedures and plan for continuity of services and active cases beyond the contract.
9. Maintain professional independence, confidentiality, and professional liability insurance (minimum $1,000,000 per claim / $1,000,000 aggregate or as required by Tribe risk management). Address conflicts, including matters involving the Tribe or Tribal Housing, promptly notify the Tribal Court Administrator (TCA) of any actual or potential conflict involving the Tribe, Tribal Housing, or related entities, and arrange independent referrals when representation cannot be accepted without disclosing client confidence. Support the TCA in meeting any specific ACL reporting or draw down timelines that affect the contract.

REQUIRED QUALIFICATIONS:

1. Degree from an accredited law school; active Washington State law license in good standing; eligibility for the Skokomish Tribal Bar and ability to obtain other required admissions.
2. Substantial housing-law experience, including landlord-tenant, eviction, subsidized housing, foreclosure, or related advocacy; ability to handle contested hearings and litigation and address Tribal, state, administrative, and federal jurisdictional requirements.
3. Strong legal writing, negotiation, advocacy, and communication skills; ability to manage cases independently, meet urgent deadlines, maintain secure records, and collaborate with project partners.
4. Be on-site and in attendance for at least one full eight-hour day each week at the Skokomish Tribal Court.

5. Cultural competence or demonstrated capacity to work respectfully with Tribal elders; commitment to serving older adults with social or economic needs and addressing disability and other access barriers.
6. Availability and ability to travel throughout Washington State for client meetings and proceedings, either in person or remotely.

PREFERRED QUALIFICATIONS:
Experience with Native clients or Tribal courts; elder law or Older Americans Act services; federal housing programs, administrative hearings, foreclosure prevention and loss mitigation; Skokomish culture and law; grant reporting and evaluation; community education, referral partnerships, and rural or multi-jurisdictional services; experience with remote or hybrid service delivery in rural areas.

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

Submission Requirements:

1. Letter of Interest
2. Current resume
3. Washington State Bar number and evidence of active licensure and good standing.

SUBMISSION DEADLINE: Friday, November 27, 2026, at 5:00 PM PST.

For submission or more information, please contact Winona Plant, Personnel Manager, at wplant@skokomish.org or 360-426-4232 x.2009.

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