



Job Title	Fair Housing Specialist – Intake & Enforcement
Reports To	Executive Director

Job Purpose

The Fair Housing Specialist will conduct intake of client complaints with relevant advocacy, referral, or complaint-processing, will assist with data analysis of on-going investigations, and will assist with administrative support.

Duties and Responsibilities

- Conduct intake and analysis of client complaints
- Conduct investigation of fair housing complaints and carry a client load
- Perform case management including all related functions such as intake, investigation, maintenance of client files, counseling, conciliation, referral to attorney or enforcement agency, and follow up after referral
- Provide administrative support for City, State, and Federal Grant Reporting.
- Contribute to and maintain filing system and database of client records and activity reports
- Assist in data analysis to support investigations (training provided)
- Ability to work independently and to support team efforts
- Exhibit a high level of personal energy and commitment
- Work with the team to support and further the mission and goals of the High Plains Fair Housing Center and its programs
- Share in organizational development and administrative tasks
- Experience in working effectively and respectfully with individuals from diverse backgrounds; skill in dealing with confidential and sensitive issues
- Excellent verbal and written communication skills; proven effectiveness with facilitation and training for varied audiences

Qualifications

- Bachelor's Degree (BA or BS), or working toward a degree.
- Passionate commitment to ending discrimination; ability to engage in constructive approaches to persistent problems of discrimination and segregation
- Ability to strategize, plan, and implement programmatic initiatives
- Outstanding project management skills; ability to set priorities, manage multiple tasks, and meet deadlines
- Ability to access, read, and analyze legal documents, general business periodicals, professional and legal journals, federal and state fair housing statutes and regulations, and court cases.
- Must be able to write monthly/quarterly reports, business correspondence, and other organization materials
- Must be dedicated to the fair housing rights of all protected classes
- Excellent written and verbal skills
- Available to work some evenings, weekends when needed
- Hold a valid Driver's License or able to access transportation
- Extensive training provided

- Able to pass a criminal background check
- This is a one year grant funded position that may be extended.

Approved by: Executive Director	
Date Approved: October, 2023	