



## FAIR HOUSING SPECIALIST

The Fair Housing Specialist will have responsibility for conducting intake of client allegations and implementing referral and complaint-processing systems. The Fair Housing Specialist will also assist in fair housing education programs and conduct relevant research in other enforcement-related activities as directed by the Executive Director. Other duties may be performed as assigned.

### Skill Requirements:

- Must be professional, articulate, and friendly when assisting people through client intake who may be experiencing extreme housing challenges.
- Must be able to multi-task working on several projects at the same time.
- Ability to focus and pay close attention to details.
- Must be able to write reports, business correspondence, and other organization materials.
- Must be able to perform each essential duty exceptionally with the knowledge, skill, and ability required.
- Ability to access, read, analyze, and interpret legal documents, general business periodicals, professional and legal journals, federal and state fair housing statutes and regulations and court cases.
- Must be dedicated to the fair housing rights of all protected classes.
- Excellent written and verbal skills.

### Essential Job Duties and Responsibilities:

- Screen clients for fair housing counseling, collecting necessary information for initial intake.
- Answer general questions from renters/homeowners and discuss agency services with potential clients about the fair housing and foreclosure prevention programs via phone, in-person, and email; refer non-fair housing callers and fair housing calls outside of our service area to other organizations and provide them with resources as appropriate.
- Work with housing counseling team to update intake process for maximum efficiency and effectiveness.
- Prepare and submit data to be included in reports.
- Network with other service providers to strengthen services and referrals.
- Stay current on resources for clients, providing up-to-date, viable referrals and resources for all clients and updating resources on an ongoing basis, including COVID-related educational resources.
- Maintain accurate client files in database.
- Work with attorneys as needed.
- Represent the Fair Housing Center of Central Indiana as necessary in meetings.
- Remain informed of changes in fair housing regulations, statutes, and ordinances and stay abreast of current legal and administrative decisions/rulings.
- Participate in staff training to ensure maximum efficiency and accuracy of work. Participate in cross-training within the FHCCI to promote teamwork and provide necessary back-up for each position.
- Safeguard client security and confidentiality.
- Maintain effective communication throughout the organization.
- Exhibit a high level of personal energy and commitment.
- Work as a team to support and further the mission and goals of the Fair Housing Center of Central Indiana and its programs.
- Exhibit a high level of personal energy, organization, and commitment to position and FHCCI mission.
- Assume other responsibilities as assigned by the Executive Director.

### Qualifications:

- Bachelor's degree in related field or equivalent experience;
- Demonstrated interest in combating housing discrimination;

- Demonstrate the ability to communicate clearly and possess good analytical, problem solving, and writing skills with strong attention to detail;
- Knowledge of fair housing and other housing laws or ability to obtain knowledge quickly;
- Demonstrate the ability to recruit and manage volunteers/fair housing testers;
- Must be organized, thorough, accurate, and possess proficiency with computer and related needs;
- Possess good teamwork skills and the ability to work with a diverse population;
- Ability to coordinate multiple tasks simultaneously;
- Ability to work independently and as part of a team;
- Strong written and verbal skills;
- Available to attend evening and weekend meetings as needed;
- Access to reliable transportation; and
- Bi-lingual English/Spanish a plus.

**Salary Range:** \$38,000-40,000 to start, dependent on experience, skills, and abilities.

**Benefits:** Health, Dental, and Optical Insurance  
Paid holidays, annual leave, and personal leave  
403(b) retirement benefit  
Parking provided

**Hours:** Position is full time. Hours may vary somewhat from week to week as a result of deadlines and position requirements. In-state travel may occur; some out-of-state travel occasionally. Remote working allowed for some hours after probation period.

**Other:** A criminal background check is required due to federal funding requirements and potential involvement in litigation. The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

**To apply for this position, you MUST submit the following to be considered:**

- Submit a cover letter of no more than one page explaining your interest in the position and any other information not included elsewhere.
- Submit a detailed resume of current and past positions, dates worked, and duties thereof.
- Submit a writing sample of one page describing what fair housing means to you.
- Submit contact information for three professional references.
- Note: Documents submitted should be in pdf format.

**Applications will ONLY be considered if all the above items are received.** Email your completed application with the subject title "Fair Housing Specialist" to the attention of Amy Nelson, Executive Director, at [anelson@fhcci.org](mailto:anelson@fhcci.org)

Interviews will begin immediately. The position will remain open until filled. No phone calls or email inquiries, please.

***The Fair Housing Center of Central Indiana supports affirmative action and is dedicated to promoting equal employment opportunity.***