FAIR HOUSING CENTER OF NORTHERN ALABAMA

JOB DESCRIPTION: Fair Housing Specialist II/ ENFORCEMENT

General Description

This position is responsible for the enforcement component. Must conduct investigations of all complaints to determine merit of complaint. Conduct investigations of housing discrimination complaints received by FHCNA to achieve a timely and satisfactory resolution. Communicate effectively with complainant and respondent as required. Inform complainant of outcome of investigation and provide guidance to complainant in determining future course of action. Discuss the HUD complaint process, referrals to local attorneys, Justice Department, other sources as needed. Comply with all policies and procedures of the Fair Housing Center of Northern Alabama and HUD regarding the investigation of complaints. Review complainants' documents for accuracy. Confer with Testing Coordinator if tests are required in support of complaint. Report results of investigation to Executive Director to collectively determine next action steps. Make referrals where warranted.

Nature and Scope

This position reports to the Executive Director. It also works closely with the Executive Director to realize the FHCNA program goals and objectives and to achieve the best utilization of resources available. Reporting to this position are the student interns assigned to enforcement, work-study students, and volunteers as assigned by the Executive Director.

This position is responsible for assisting suspected victims of housing discrimination by verifying complaints, providing counseling as to the clients' fair housing rights and the options available for securing those rights. In addition, this position provides technical assistance in preparing and filing the necessary forms with the appropriate compliance agencies and refers clients to legal counsel as necessary.

It is the responsibility of this position to cooperate with and assist HUD, Justice Department, NFHA, and other such organizations as appropriate, with housing discrimination complaints and make appropriate referrals to these organizations.

It is the responsibility of this position to understand the nature and sources of discrimination in the local housing market.

This position designs systems for compiling and utilizing statistical data and prepares monthly reports for FHCNA Board and other funding sources, as appropriate.

Background and Qualifications

A commitment to the goals of equal opportunity in all areas of life as set forth in the United States Constitution and federal laws, especially those relating to fair housing is essential.

This position requires experience in coordinating projects, research, communications and dealing with people from a wide variety of backgrounds. A degree in sociology, urban studies, community organization, criminal justice, law or related fields combined with relevant work experience is desired. A
high school diploma with extensive relevant work experience is acceptable. (A minimum of five years -
experience).

Work experience (paid/volunteer) in some combination of the following is essential: community
outreach work, public speaking, social work, interviewing, writing, fair housing/federally assisted
housing, public service law, neighborhood stabilization, education, research design and implementation,
monitoring and evaluation, or related fields. Some investigative experience would be an asset.

The ability to effectively communicate with people from a wide variety of socio-economic backgrounds
is essential because this position must achieve the necessary cooperation among a diverse group of
people in order to realize the program and policy goals of the FHCNA Board.

Because this position directly assists victims and potential victims of housing discrimination on a day- by-
day basis, it requires a particular sensitivity to the needs, desires, and assets of the individual.

This position requires a general knowledge of the social services available in the service area in order to
efficiently and effectively refer FHCNA clients or callers to appropriate sources of assistance.

The ability to multi-task while maintaining high performance standards is a must. Bilingual and /or
proficiency with the Spanish language or other languages spoken in the area is preferred but not
required.

To Apply: Please send a cover letter, resume, writing sample and 3 references:
Fair Housing Center of Northern Alabama
c/o Executive Director
1820 7th Avenue North Suite - 110
Birmingham, Alabama 35203
Submit by: August 27, 2021

Email to: lila11343@aol.com / mail4jdb5964@yahoo.com

The Fair Housing Center of Northern Alabama is an equal opportunity employer.

Expected start date: September 13, 2021

No closing date: Position will remain open until filled.