

**Fair Housing Council of Riverside County, Inc.**

Testing Coordinator

Position: Testing Coordinator

Report to: FHIP Program Manager

**General Responsibilities:**

The Fair Housing Testing Coordinator conducts the Fair Housing Testing Program, which includes:

* Recruiting and training testers
* Assigning and coordinating tests
* De-briefing testers
* Screens intake calls
* Provides information to consumers about fair housing laws
* Investigates potential cases
* Assists consumers with complaints
* Prepares programmatic reports
* Conducts presentations on Fair Housing Laws
* Conducts Landlord/Tenant and Fair Housing intakes

**Specific Responsibilities:**

* Work directly with the Program Manager to implement Testing Program
* Attend required or necessary skill level training
* Maintain complete and accurate current listing of tests and workshops conducted, as well as testers trained
* Develop and maintain a current database on trained testers, tests conducted and other pertinent data
* Assist with the development and distribution of information about the Testing Program (i.e., flyers, brochures, which list the eligibility requirements, expectation and obligations of approved participants, etc.)
* Assist with scheduling and conducting Tester Trainings
* Generate test assignments
* Coordinate, dispatch, and debrief testers
* Review and analyze test data
* Prepare precise and concise written reports
* Create partnerships with local organizations
* Interact effectively and professionally with all persons at all times
* Be able to travel and work evenings or weekend hours
* Conduct formal and informal community networking
* Conduct presentations to community groups and organizations about the Fair Housing Program
* Keep accurate documentation to produce monthly, quarterly, bi-annual, annual reports and other

periodic reports

* Maintain appropriate confidentiality
* Handle sensitive issues with tact and professionalism
* Counsels by conducting intakes on landlord-tenant relations, and discrimination cases; responds to inquiries and complains in person, on phone and via correspondence; interviews and counsels disputing parties, recommends solutions and documents actions taken.

**Requirements:**

* Fair Housing experience
* Commitment to civil rights and advocacy
* Excellent organizational aptitude
* Have experience and possess excellent skills in case assessment and management
* Excellent oral and written communication skills
* Excellent telephone etiquette
* Counseling skills
* Knowledge of computer: Microsoft Office, Excel, Access, Power Point, Publisher and Word
* Knowledge of rental market (contract, lease agreements, month-to-month rental agreements, and federal guidelines for low to moderate income)
* Be able to conduct small and large group presentations
* Be able to work with diverse groups
* Be a self-starter and function with minimal supervision
* Possess and maintain valid California Driver’s License and auto insurance
* Possess a reliable form of transportation

**Education, Training and Experience:**

* Must have passed the HUD Certification Exam
* Bachelor’s Degree in Psychology, Sociology, Urban Studies, or directly related field plus a minimum of one year of full time experience chiefly involving counseling and the investigation of compliance with federal/state legislation.
* One year full time work experience involving counseling or investigating fair housing complaints
* Bilingual (E/S) capability helpful.

**Email cover letter and resume to:**

Candace Harper, FHIP PEI Program Manager

Email: charper@fairhousing.net

Visit our website <https://fairhousing.net/>

The Fair Housing Council of Riverside County, Inc. is an equal opportunity employer. All applicants will be given equal consideration regardless of race, color, national origin, religion, sex, sexual orientation, disability, age, ancestry, pregnancy or other medical conditions, marital status, or veteran status. Our policy requires that all persons interested in employment complete a written application for a position which has been advertised or posted and for which they are qualified. A resume alone is not sufficient to consider an individual as an applicant. Individuals will not be considered applicants if they exclude the following information: 1) the position applied for and the date, 2) information required by law, including social security number and authorization to work in the United States, 3) a complete employment history including the name of the employer, dates of employment, rate of pay and reason for leaving, 4) signature of application. All applications are reviewed and will be used to determine eligibility.