Fair Housing Advocates of Northern California
851 Irwin Street., Ste. 218, San Rafael, CA 94901 ▼ (415) 457-5025 ▼ TDD: (800) 735-2922
www.fairhousingnorcal.org ▼ fhanc@fairhousingnorcal.org

Bilingual Housing Navigation & Intake Counselor (Full-time)

ORGANIZATION OVERVIEW

Fair Housing Advocates of Northern California (FHANC) is a private non-profit organization whose mission is to increase diversity in the communities it serves and maximize housing opportunities for all persons regardless of disability, race, religion, national origin, familial status, gender/ gender identity, marital status, sexual orientation, age, occupation, ancestry, source of income, immigration status, or other protected class. We provide fair housing services in Marin, Sonoma, Solano, and Napa Counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Counsel individual clients on navigating the rental seeking process, including reviewing budgets, credit counseling, discussing rental options, assisting with housing searches and applications, referring clients to affordable housing programs and other resources
- Communicate with individuals seeking FHANC's services, review initial intake forms and collect additional information necessary to complete the intake process
- Identify potential fair housing barriers/issues and refer clients to fair housing attorneys and counselors
- Maintain accurate and up-to-date client/case records in FHANC's database and share drive
- Network with other service providers and stay current on available programs/resources to provide up-to-date, viable referrals and resources, updating resources and referral lists on an ongoing basis
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Commitment to fair housing and civil rights
- Knowledge of federal and state fair housing laws desirable
- Excellent oral communication and interpersonal skills *in English and Spanish*
- Strong analytical and organization skills and ability to manage multiple cases
- Self-motivation and ability to meet project deadlines and maintain accurate records
- Ability to work effectively with a diverse community and with patience, tact, and respect when interacting with the public and other staff
- Ability to network and represent FHANC effectively in a professional manner
- General computer knowledge and ability to learn and use relevant software

EQUITY STATEMENT

FHANC is committed to fostering a diverse staff and we seek to fill this position with someone who shares our values, including our organizational commitment to diversity. We recognize that organizations may miss out on strong applicants who screen themselves out of the process because they do not meet every qualification and that disproportionately impacts people from historically marginalized backgrounds. If you find that you meet many of the qualifications in the job description, we encourage you to apply. A welcoming, inclusive, and culturally diverse staff allows us to best serve our community.

SALARY

Salary will be in the range of $60,000 - $63,000, dependent on experience. Benefits include: four-day work week (32 hours), paid medical/ dental benefits, and paid PTO. ***Our current work model is a remote/in-office hybrid; however, the position requires employee to commute into the office at least one day per week and travel to area meetings/events as needed. Our work schedule is Mon-Thurs, 9:00am-5:30pm.***

To apply please submit a resume and cover letter to audrey@fairhousingnorcal.org and julia@fairhousingnorcal.org. Applications will be accepted until the position is filled. No calls please.