

JOB TITLE: **FAIR HOUSING SPECIALIST**
Anticipated Start Date: May 28, 2024

AGENCY: Housing Opportunities Made Equal is a nationally recognized civil rights agency which, since 1963, has led the struggle for fair housing in Western New York. HOME operates under government contracts to assist victims of housing discrimination, conduct educational programs, and provide mobility and housing counseling services.

QUALIFICATIONS: Ideal candidate would have an Associate's or Bachelor's Degree in social work, behavioral science, or a closely related field, and demonstrable skills in case management and human services. Candidates must have a demonstrated passion for social justice and a commitment to fair housing.

STARTING SALARY: \$43,680 plus a benefit package which includes health insurance, retirement, 14 paid holidays annually, and generous paid time off. HOME is a Public Service Loan Forgiveness program eligible employer.

Responsibilities

Under the supervision of the Associate Director and Intake Manager, the Fair Housing Specialist will be responsible for providing case management services to victims of housing discrimination.

Specific responsibilities of this position include:

- Conduct full intake and assessment for clients experiencing housing discrimination, and provide case management services to clients for the duration of their time with the agency.
- Assist clients with obtaining information and documents necessary for their cases and following up with clients via phone, mail and email.
- Assist with case preparation for legal proceedings.
- Maintain well-organized and detailed client case files and electronic data entry.
- Conciliate validated allegations of discrimination when possible.
- Provide emotional support and referrals to resource agencies where appropriate.
- Other duties as assigned.

Application process:

Submit a **cover letter and resume** to HOME Inc., 1542 Main St, Buffalo, NY 14209 or to mmarinucci@homeny.org.

HOME IS AN EQUAL OPPORTUNITY EMPLOYER