



Housing Opportunities Made Equal of Virginia, Inc.

Job Description for

Fair Housing Investigator (or Senior Fair Housing Investigator)

2018

POSITION DESCRIPTION

Fair Housing Investigator (or Senior Fair Housing Investigator)

Housing Opportunities Made Equal of Virginia, Inc. (HOME) seeks a full-time Fair Housing Investigator/Test Coordinator to conduct fair housing investigations in the Commonwealth of Virginia. The opening is for either a Junior or Senior Investigator, commensurate with experience.

People with professional and/or lived experience in anti-racism, anti-oppression and multicultural work are strongly encouraged to apply.

About us: Housing Opportunities Made Equal of Virginia, Inc. (HOME) is Virginia's premier fair housing and housing counseling organization, offering a variety of programs and services designed to ensure equal access to housing for all Virginians. HOME is a 501(c)(3) nonprofit corporation and a HUD-approved housing counseling agency. HOME enacts its mission to ensure equal housing access for all people through extensive research, housing counseling and education, fair housing advocacy and housing policy.

The Fair Housing Investigator position is staffed under HOME's Center for Fair Housing (CFH). CFH is an investigative team that responds to both individual and systemic allegations of housing discrimination in Virginia.

Job Summary: The Fair Housing Investigator (the Investigator) is responsible for assisting HOME in fulfilling its mission of ensuring equal access to housing and furthering its strategic goals by effectively coordinating fair housing tests and investigations. The Investigator plans, designs and implements fair housing tests and investigations in accordance with the strategic plan of the department. Responsibilities include:

- Assessing fair housing issues in communities across Virginia
- Designing and implementing tests to uncover potential illegal housing discrimination
- Assisting in recruitment, training and continual engagement of volunteers who serve as testers for the fair housing program
- Participating in outreach and education activities

The Investigator is expected to maintain a high level of knowledge about housing and lending laws. This includes fair housing, fair lending, consumer protection and landlord-tenant laws; the theory and practice of fair housing testing; investigations; administrative and legal procedures, remedies and their application to real-life situations. The Investigator must also be able to work effectively with diverse people of varying abilities, and to work efficiently, both independently and as a team member.

The Investigator must be highly organized, able to manage complex projects, and capable of developing and implementing complex work plans. The employee is expected to possess strong writing, analytical and organizational skills; maintain the highest standards of confidentiality, care, and integrity in the provision of services, and deliver a high level of productivity with minimal supervision. This position requires some weekend and/or evening availability and occasional travel.

Qualifications:

Relevant investigatory, housing or civil rights work experience, and an undergraduate degree in a related field.

Required skills:

- A demonstrated passion for social justice
- Demonstrated ability to effectively manage complicated, long-term projects
- Demonstrated ability to research, read, analyze and interpret legal documents; general business periodicals, professional and legal journals, federal and state fair housing statutes, regulations, and court cases
- Demonstrated ability to write monthly/quarterly reports, business correspondence and other organizational materials
- Demonstrated ability to present information clearly and effectively and respond to inquiries and commentary from housing advocacy and consumer groups, housing industry organizations, members of the public and private sectors, and the general public
- Flexibility and willingness to commit to successful completion of assigned tasks, projects and programs
- Excellent interpersonal skills and positive attitude

Preferred skills (not required):

- Bilingual in Spanish
- Strong connections to or knowledge of the housing market in Virginia and/or the Richmond metro area
- Prior experience with fair housing and/or fair lending testing (to be considered at the Senior Fair Housing Investigator level)

Salary and benefits

- HOME provides a competitive benefit package, including vacation, sick leave, health, dental, and retirement.
- Salary commensurate with hiring level.

How to apply

To apply, please submit a cover letter, resume, and a short writing sample (max. 500 words) to: jobs@homeofva.org. Please put "FH Investigator" in the subject line.

Candidate review will begin April 9, 2018. Position open until filled.

Universal Performance Standards:

All HOME employees are expected to exemplify and comply with the following standards and principles:

- **ELIMINATING RACISM:** Exemplify HOME's commitment to social justice and to the dismantling of racism in all activities.
- **COMMITMENT TO FAIR HOUSING:** Regardless of their position, cooperate fully in assisting the Center for Housing Advocacy in the investigation of housing discrimination when requested.
- **COMMITMENT TO FUND DEVELOPMENT:** Cooperate fully in appropriate fund development activities of the agency, including the appropriate management of key constituent relationships.
- **LEADERSHIP:** Demonstrate integrity; take initiative; look for and accept responsibility; be a

creative problem solver; recognize the contributions of others and help build consensus. Staff members are also expected to maintain a positive attitude and keep personal issues out of the workplace.

- **TEAMWORK:** In recognition of the matrix nature of HOME, demonstrate a commitment and ability to effectively work in a variety of work teams; establish and maintain effective working relationships; show respect for and support others and work cooperatively. Moreover, each staff member is expected to utilize a wide variety of skills across programmatic lines and appropriately and effectively coordinate activities with other departments.
- **COMMUNICATION:** Effectively and positively communicate with a variety of people in the workplace.
- **PROFESSIONALISM:** Adhere to established personnel policies and work standards. Maintain a professional demeanor; handle difficult situations with tact and diplomacy; listen to others; maintain excellent oral and written self-expression; represent themselves and the organization well in public.
- **CUSTOMER SERVICE:** Demonstrate a commitment to, maintain high standards and practices of top quality customer service and adhere to the customer service standards established by the organization.
- **KNOWLEDGE AND SKILLS:** Demonstrate a high degree of technical knowledge relative to the position; maintains a high degree of knowledge about HOME and its programs and look for ways to enhance skills. Each staff member is expected to have a basic working knowledge about the use of technology including computers and voicemail.
- **PLANNING/ANALYSIS/DECISION MAKING:** Demonstrate the ability to anticipate and solve problems, weigh consequences, and make appropriate decisions.
- **USE OF TIME:** Is punctual, makes good use of time while in the office and does not spend excessive work time on personal matters.
- **FLEXIBILITY:** Demonstrate a willingness to try new approaches, able to compromise, responds to unscheduled requests.
- **RELIABILITY:** can be relied upon by coworkers and supervisors to complete tasks well and on time, works independently.