



We're looking for amazing talent. Come join HOME as the Fair Housing Investigator.

HOME is Virginia's premier fair housing and housing counseling organization, a 501(c)(3) nonprofit corporation offering a variety of programs and services. Through our advocacy, we helped homeowners, renters, landlords, and real estate professionals know both their rights and responsibilities. HOME was founded in 1971 to fight discrimination in housing access. Many of our victories are well known, setting Supreme Court precedents and providing national impact. We are recruiting a Fair Housing Investigator to lead efforts with our testing investigations.

Job Summary

The Fair Housing 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. At least 25% of these tests will be fair lending compliance tests. 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 as needed

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. Other duties as assigned.

Duties and responsibilities

The Fair Housing Investigator is responsible for all phases of housing testing projects including but not limited to rental, financial institution, homeowners' insurance, and real estate tests.

Primary Responsibilities:

- Research, create, develop, and implement systemic testing projects;
- Manage research and investigation related to allegation investigation and testing;
- Maintain, update, and develop test forms;
- Conduct and manage tester recruitment;
- Manage and ensure attainment of all contractual testing requirements;

- Create tester training packets as needed;
- Conduct tester trainings;
- Maintain contact with testers and manage tester retention;
- Determine appropriate test arrangements and control factors;
- Coordinate all testing assignments;
- Debrief testers;
- Mentor testers;
- Handle completed test forms;
- Create and maintain test files;
- Analyze test results through specific comparison;
- Keep accurate records;
- Maintain and update Test Log and Test Database;
- Assist with enforcement reporting;
- Assist with case development;
- Maintain and update case files;
- Assist with research, analysis, and data gathering activities;
- Oversee and manage testing-related work; and
- Serve as an advocate for fair housing issues.

Qualifications

The ideal candidate has relevant investigatory, housing or civil rights work experience. A bachelor's degree in a related field preferred. 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.

In addition, all employees of HOME are expected to meet these general qualifications:

- Strong commitment to social justice
- Excellent oral and written communication skills
- The ability to communicate complex issues, data and concepts clearly
- The ability to function effectively within and/or high performance, cross divisional work teams
- The ability to coordinate key program activities across programs
- Willingness to participate in fund development activities and effectively manage key constituent relationships and provide the necessary client data and information to HOME
- The ability to act independently and proactively
- The ability to adapt to changing circumstances
- Exercise sound judgment and diplomacy
- The ability to manage multiple projects
- The ability to maintain a high degree of professionalism, confidentiality and substantial contact with the public

Primary Competencies

- 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)

Interested candidates should submit a cover letter and their resume to **jobs@homeofva.org** include Fair Housing Investigator in the subject line. HOME is focused on employee engagement and committed to a healthy, diverse inclusive work environment. We offer a competitive benefits package including free downtown parking.

HOME is an equal opportunity employer with an accessible workplace and does not discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, gender identity, political or union affiliation, marital status, sexual orientation, veteran status, source of income or other non bona-fide job requirements.

We offer a competitive salary package commensurate with experience. This position will be open until filled.