

We will train! If interested send resume and cover letter to the Tenant Resource Center by noon on Wednesday, February 1st (contact info at the end). Salary is equivalent of \$13/hr or \$27,080 per year.

Bilingual Housing Resource Specialist

Job Description

Position: Housing Resource Specialist

Hours: Full-time, salaried, limited evening/weekend work required.

Benefits: 18 paid personal/vacation days annually, plus paid holidays, Health, Vision and Dental Insurance

Job Duties:

1. Provide information and answer questions about Housing rights and responsibilities to clients, housing agencies and staff at the Dane County Job Center in English and Spanish
2. Provide information and referrals to persons seeking to maintain and/or find housing throughout Dane County.
3. Distribute Housing Crisis Funds, FEMA funds and matching funds from faith and community groups.
4. Do presentations for groups of tenants, landlords and housing professionals.
5. Assist in developing a newsletter, brochures and other written materials for tenants, landlords and housing professionals.
6. Maintain and distribute comprehensive Housing information in the county.
7. Assist in obtaining feedback from the public, evaluating our services, making suggestions for our services and implementing changes.
8. Record statistical data required and assist in reporting requirements to funders.
9. Other duties as assigned. May include mediation, event coordination, volunteer management or case management.

Qualifications:

1. Bilingual in Spanish.
2. Ability to deal professionally with persons of diverse abilities in extreme personal crisis.
3. Creative thinking skills including ability to respond quickly and creatively to crisis situations.
4. Ability to work well with people of diverse racial/ethnic, socio-economic and educational backgrounds.
5. Be trained or able to be trained as a housing counselor.
6. Good organizational skills and ability to work independently and with close attention to details.
7. Good oral and written communication skills, including a pleasant phone manner.
8. Ability to learn about government and social service agencies that assist renters.
9. Commitment to a non-profit organization.
10. Ability to have a flexible schedule.

Tenant Resource Center

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