



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Job Title: Fair Housing and Human Rights Advocate
Department: Housing & Financial Literacy
Reports To: Program Operations Director
FLSA Status: Exempt

FUNDING NOTICE: The position will be reviewed by March 31st annually to determine funding availability in the new fiscal year beginning July 1st annually.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Fair Housing: Conduct intake of client discrimination allegations, assess the situation, including fact finding for determination of probably discriminatory status as covered by the Fair Housing Amendments Act of 1988, Sec. 504 of the Rehabilitation Act, Americans with Disabilities Act, Civil Rights Act of 1968 Title VI, MA CH 15 1b and/or local municipal civil rights ordinances. Teach and facilitate workshops and seminars that educate the public and housing providers about equal opportunity in housing and compliance with the fair housing laws. Human Rights Commission: Provides administrative support to the Newport News Human Rights Commission. Fields complaints from Newport News residents and forwards to the Commission for resolution. Informs the City Clerk of vacant positions and meeting schedule and location. Plan and coordinate Annual Human Rights Commission Recognition Event. Maintain and archive all records of Commission annual activities. Create and distribute annual Human Rights Commission Annual Report. General Duties: Maintain listings of available housing resources and provides placement assistance, referral and guidance for intake clients. Collect and maintain specific information from clients in accordance with laws and governing organizations. Ensure program activities, files, data, and reporting processes meet or exceed HUD housing counseling and National Industry Standards. Teach and facilitate periodic classes on the following topics: First-time Homeownership classes, Financial Literacy, Credit & Budget Management, Rental and Fair Housing. Collaborate with other Fair Housing, Housing Counseling Agencies, and Human Rights Commissions in local jurisdictions to maintain best practices and aware of new trends and community happenings. Maintains paper and/or electronic files per client in accordance with funder requirements by use of approved Client Management System (CMS). Promote HRCAP within its varied geographic communities to enhance public awareness, understanding, and support of our mission. Responsible for monthly, quarterly, and annual reporting requirements for various program and services as directed. Provide reports to Program Operations. Other duties as assigned.

EDUCATION and/or EXPERIENCE: Bachelor's degree in appropriate discipline (Liberal Arts, Sociology, Psychology, Urban Studies, Law, etc.) and/or equivalent work experience in equal opportunity – fair housing issues required. Experience in a social service or public entity desirable; a minimum of four years of fair housing experience with a fair housing organization or similar private or public sector entity preferred. Desire to work on behalf of civil rights protections; have a desire to work and interact with, as well as demonstrate respect for individuals and groups with regard to race, religion, sex, color, national origin, sexual orientation, familiar status, or disability. Requires designation as a VHDA Trainer within 90 working days of employment. Obtain HUD Housing Counseling Certification within seven months of employment. (Required to maintain employment). Bi-lingual a plus. Expertise in MS Office-Excel, PowerPoint, and Word. Must possess and maintain a valid Virginia driver's license. Criminal record check and credit report required for employment.

Salary: \$34,000 – \$42,000 annually. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <https://hrcapinc.org/about/employment/> to print an application and mail it to P.O. Box 37, Newport News, VA 23607 or fax it to 757-534-9240. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.