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Position	Fair Housing Counselor / Intake Specialist
Location	Palm Springs, California
Position Level:	Entry level – Temp to Hire -Training provided.
Range	\$16.00 to \$18.00
General description:	Under general supervision, or direction, performs a diverse range of duties involved in ensuring compliance with federal/state fair housing laws, including the documentation, investigation and resolution of discriminatory practices related to fair Housing.
General Functions	Counselor conducts intake on landlord-tenant relations, and discrimination cases; responds to inquiries and complaints in person, on phone and via correspondence; interviews and counsels disputing parties, recommends solutions and documents actions taken.
	May work independently in operating a satellite office and in providing a full range of fair housing programs and services to a specific location or area.
	May be required to conduct workshops (After training)
	Write short, targeted narratives on work performed for publication in Quarterly magazine.

Requirements

Education:	Min: High School Diploma, GED equivalency. Preferred: Post-secondary education with an emphasis in Psychology, Sociology, Urban Studies or related subjects. Must Pass HUD Housing Counseling Certification Exam. Classes are available every Saturday from 9-12 in the Riverside Office located at 4164 Brockton Ave, Riverside CA 92501
Language	Ideal candidate will be Bilingual (English/Spanish)
Computer Proficient	Ideal candidate will be proficient in all Windows Office Products, Excel, PowerPoint and word, as well as capable of learning new software and computer programs.
Transportation	Possession and maintenance of a valid California driver’s license, reliable automobile and valid acceptable auto insurance.
Physical Demands	Standard office work site requiring prolonged sitting and a normal range of physical motions and recurring fieldwork during usual and non-standard work hours.
Hours	Typically 8 AM to 5:00 PM Monday through Friday. Applicant should be flexible and willing to work occasional weekends and or evenings when needed.
Work Environment	Work environment frequent levels of high stress requiring employees to possess calming capabilities and demeanor.