



JOB DESCRIPTION

POSITION: Intake Analyst

ORGANIZATION: FHJC is a non-profit civil rights organization that serves New York City and the seven suburban New York counties of Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, and Westchester. Our mission is to: 1) challenge and eliminate housing discrimination; 2) to promote policies that foster open, accessible, and inclusive communities; and, 3) to strengthen the enforcement of local, state, and federal fair housing laws.

POSITION SUMMARY: The Intake Analyst is responsible for providing direct assistance to individuals who wish to file complaints which allege violations of local, state, or federal fair housing and fair lending laws. The Intake Analyst collects and assembles information regarding alleged housing discrimination complaints, provides counseling on fair housing rights, and makes appropriate referrals to cooperating attorneys and/or administrative enforcement agencies. This is a part-time position (28 hours per week) that will include health insurance benefits.

REPORTS TO: Intake and Outreach Coordinator and Executive Director

DUTIES AND RESPONSIBILITIES:

- Provides counseling and advice to individuals about their fair housing rights
- Interviews potential complainants and obtains factual, accurate, and complete information concerning alleged fair housing violations
- Regularly meets with the Intake and Outreach Coordinator and Investigations Coordinators to provide information needed to structure investigations in response to complaints received
- Informs complainants about the results of investigations completed in response to complaints received and counsels complainants about options available for pursuing complaints under fair housing laws
- Works closely with the Intake and Outreach Coordinator and the Legal and Policy Coordinator to ensure that complaints are timely and fully jurisdictional
- Makes referrals to the appropriate administrative agencies and/or cooperating attorneys after discussing options with complainants, Intake and Outreach Coordinator, Legal and Policy Coordinator, and Executive Director
- Implements established procedures for handling, storage and control of evidence obtained from complainants and/or witnesses
- Maintains regular contact with complainants until complaint is resolved or closed and routinely monitors the activities of administrative agencies and cooperating attorneys handling complaints referred by FHJC

- Provides sworn statements and testimony in depositions, trials, and other legal proceedings
- Maintains accurate and complete information in paper and electronic files regarding all job duties
- Participates in Intake and Investigative Meetings as well as regular staff meetings
- Participates in fair housing training programs, conferences, and other FHJC program activities when authorized to do so
- Other duties as assigned by the Executive Director

QUALIFICATIONS:

- BA/BS degree strongly preferred, but will consider commensurate experience
- Bi-lingual (English/Spanish) strongly preferred
- Strong analytical skills required
- Familiarity with communities in New York metropolitan area strongly preferred
- Strong writing and public speaking skills
- Ability to work cooperatively and effectively with diverse groups of people and organizations
- Knowledgeable about fair housing laws and issues, housing market practices, and assisted housing programs
- Computer literate, experienced user of Microsoft applications (e.g. WORD, Excel, Access, PowerPoint, Visio, etc.)
- Reliable, detail-oriented, exceptionally well-organized, and able to work independently
- Previous experience in providing training, one-to-one counseling, civil rights advocacy and/or paralegal work a plus
- Commitment to vigorous enforcement of fair housing and fair lending laws

LOCATION/CONTACT:

Fair Housing Justice Center, Inc.
 5 Hanover Square, 17th Floor
 New York, NY 10004
 Phone: 212-400-8201
 Fax: 212-400-8203

Website: www.fairhousingjustice.org
 Email: fhjc@fairhousingjustice.org

Contact: Fred Freiberg, Executive Director

EQUAL OPPORTUNITY EMPLOYER