

BALTIMORE NEIGHBORHOODS, INC. – BNI is a 51 year old nonprofit Civil Rights, Fair Housing and Tenant/Landlord organization. We specialize in providing information about Tenant /Landlord issues and fighting against discriminatory housing practices. We are a Civil Rights organization.

JOB DESCRIPTION

Position: **Fair Housing Specialist** (Test Coordinator/Compliance Officer)

Reports to: Senior Counselor-Fair Housing

General Responsibilities

Under the supervision of the Program Manager-Fair Housing, functions as flexible member in support of federal, state, and local fair housing law enforcement. Coordinates all aspects of testing and monitoring program, responds appropriately to discrimination inquiries, and provides community education/ outreach. This position maintains necessary documentation and records and works collaboratively with other BNI staff and departments. Fair Housing Specialists are crossed trained on the Test Coordinator and Compliance Officer functions and assume primary responsibility in one or both areas as assigned, based on the Fair Housing Department.

Specific Responsibilities

Collaborate with other BNI program staff in referring complaints and in conducting community education and outreach activities. Provide education and outreach to organizations and agencies on fair housing laws. Help to increase the awareness of the assistance available at BNI if housing discrimination is suspected.

Assist with in-house training and orientation of staff, interns, volunteers, etc. Keeps informed of developments in federal, state and local housing laws, regulations, guidelines, court cases and research. Receives training in other BNI program activities. Interact effectively and represent BNI in professional and positive manner at all times to clients, representatives of housing, real estate, and related industries, staff, volunteers, testers, interns, members, board directors, etc. Maintain appropriate confidentiality. Handle sensitive issues with tact and professionalism.

Maintain complete and accurate records of all activities related to various job duties and assignments and produces reports on such activities as may be required by BNI.

Monitor real estate advertising in newspapers magazines and other publications to ensure compliance with the prohibition against discriminatory advertising practices. As requested, may assist with program audits and reporting to funding sources. Some travel and evening or weekend hours may be necessary in conjunction with testing and outreach activities.

Communicate and interact effectively and appropriately with BNI program and administrative staff. Utilize formal and informal supervisory time with Program Manager to maintain appropriate level of information sharing and goal setting. Other duties as assigned by the Senior Counselor, Program Director, or Executive Director. *Fair Housing Specialists are cross-trained on Test Coordinator and Compliance Officer Position activities.*

Test Coordinator (TC)

The TC is primarily responsible for all phases of fair housing testing activities. Recruit and train testers. Facilitate positive relationships between testers and BNI. Employ various methods to assist in determining where to conduct tests including scouting and research. Develop testing strategy and select appropriate testers. Make test assignments, provide appropriate and thorough instructions for each test, and review them with the testers. Provide clear and accurate directions when necessary, utilizing maps or other sources of information. Analyze test reports, debriefing notes, and other information to determine whether there is evidence of illegal housing discrimination and, if so, assessing its severity. Maintain accurate and complete records on all testing activity and prepares reports as required by BNI.

Compliance Officer (CO)

In consultation with Lead Counselor, receive and respond to all fair housing inquiries and housing discrimination complaints coming to BNI. Obtain complete information about any alleged discrimination and in consultation with appropriate staff; determine whether any discriminatory housing practice appears to have occurred.

Provide consultation to complainants with regard to their rights, options and remedies under the fair housing laws. Assist complainant in trying to negotiate a satisfactory resolution of their complaints. Write reasonable accommodation or modification requests when necessary. Undertake necessary investigative action in appropriate cases, including consulting with Test Coordinator to schedule tests, scout sites, conduct surveys, and interview clients and witnesses. Refer appropriate cases to federal, state and local agencies for necessary enforcement actions and participate as required in gathering additional evidence and providing any other assistance needed in those cases, including any further action taken through BNI's own legal resources. Act as a resource to outside attorneys litigating BNI cases. Maintain accurate and complete records concerning the progress and resolution of all complaints and prepare such reports as are required by BNI.

Requirements

BA/BS degree with relevant experience preferred. Bi-lingual (English & Spanish) language skills a plus. Computer literacy in word processing and internet research required. This person must have a proven ability to work within a structured organizational setting; excellent written, verbal and interpersonal skills; the ability to remain objective and interact effectively with persons in stressful and/or sensitive situations. Private transportation is necessary.

Interested persons may call Human Resources Director at 410-243-4468