



The Fair Housing Center for Rights & Research (The Fair Housing Center) is currently accepting applications for a full-time (35 hours/week) Mobility Program Director for its new Mobility Program launching in early spring 2022. The Fair Housing Center's new HUD-funded Mobility Program developed in partnership with Cuyahoga Metropolitan Housing Authority (CMHA) will assist housing voucher holders with children interested in moving out of high-poverty neighborhoods to communities of low-poverty with high-performing schools. Mobility Program staff will assist families in identifying their housing needs and goals and searching for and securing housing in communities of their choice and will offer support to families throughout the process. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities. The position is based in Cleveland, Ohio and will require travel throughout Cuyahoga County, however, staff currently have the option to work remotely in light of the COVID-19 pandemic. This position will require in-person appointments. All staff and visitors are required to follow COVID safe practices for the comfort and safety of staff and guests.

Required Qualifications

Required knowledge, skills, and abilities for this position are normally developed through a Master's Degree in Social Work, Social Services, Public Administration, or a similar field; or 8 or more years of previous work experience in a similar field; or a combination of work experience and a bachelor's degree in a related field. Knowledge of the Housing Choice Voucher program and experience in direct practice is preferred. Prior experience with a research evaluation is also desirable.

Position Summary

This exempt position is responsible for the implementation of a new housing mobility program called the Community Choice Demonstration. The Mobility Program Director holds the primary responsibility for implementing and overseeing program services for the Mobility program through the supervision of several program staff. The Mobility Program Director will also coordinate and work closely with the CMHA (The Fair Housing Center's Mobility Demonstration partner), technical assistance partners, and research partners to implement the program as a part of a HUD-funded research study. The Mobility Program Director may also carry a small caseload of clients.

This role requires excellent communication skills, the ability to interact with a wide variety of individuals and groups, and the ability to lead a small team of people. The individual in this role must be skilled in written and verbal communications, possess a high level of analytical ability, and must be able to operate independently.

Essential Functions

- Maintain policies and procedures for the Mobility program.
- Act as a liaison between the Mobility program and CMHA staff.
- Manage and oversee the Mobility program, including implementing outreach with CMHA, coordinating between The Fair Housing Center, CMHA, and the research partners.
- Oversee the program budget, including: monitoring spending, processing financial assistance and incentive requests, creating check requests, supervising/reconciling invoicing for mobility team time and expenses, and producing reporting documents for CMHA.

- Identify and obtain commitments from social service agencies that can provide services to Mobility program clients through warm referrals.
- Monitor program compliance and performance through the program's case management system.
- Provide regular written and oral program updates to program partners.
- Provide regular compliance and performance reports to program partners.
- Supervise the Coaches (who assist families in the demonstration to prepare for and engage in their housing search) and Leasing Coordinator (who engages housing providers with rental properties in opportunity areas to join the Mobility Demonstration and facilitates unit referrals, inspections and leasing).
- Represent the Mobility program in the community through meetings, speaking engagements, and through occasional interviews with the news media.
- Participate in interviews by the research partner and other research related activities as requested.
- Carry a small caseload of clients participating in the program.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Basic research methods, including randomization and informed consent procedures.
- Local, state, and/or federal safety net programs.
- The role systemic racism plays in shaping communities.

Skills in:

- Analyzing program data and developing reports.
- Writing formal and technical letters, reports, and procedures.
- Microsoft Office software including Excel, Word, PowerPoint, and Outlook.
- Managing a small team delivering social services.
- Case management, including: developing rapport, motivation building, and coaching clients to meet their goals.
- Bilingual Spanish-speaking, preferred.

Ability to:

- Manage a program with limited oversight.
- Interpret, apply, and explain federal and agency regulations, policies, and procedures.
- Develop agendas and leading high-impact meetings.
- Tactfully mediate conversations between different program stakeholders, including those that might involve sensitive issues related to equity and access to housing and services.
- Effectively lead a team and motivate employees to reach their highest potential.
- Effectively communicate verbally with both individuals and groups, including: clients, property owners, PHA staff, and external stakeholders.
- Maintain a valid driver's license.
- Conduct Housing Quality Standards (HQS) Inspections. Experience preferred; training provided.
- Work flexible hours to accommodate evening and/or weekend appointments when necessary to achieve program goals or accommodate participating tenants'/landlords' schedules.

Education: Master's degree or equivalent work experience

Salary: Full-time (35 hours a week), salary (\$53,000-\$59,000, depending on experience) with benefits (medical, dental, vision, life insurance, 401(k), paid holidays, vacation and personal days)

Application Deadline: Monday, January 10, 2022 at 5:00 p.m. EST

Please send cover letter, resume, a short writing sample, and list of three professional references by email to:

Carrie Pleasants, Executive Director
Fair Housing Center for Rights & Research
cpleasants@thehousingcenter.org

Failure to submit all requested materials may result in application being rejected.

No phone calls, please.

The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.