

## **Community Advocates Housing Advocate Position**

### **About Community Advocates**

Community Advocates is a non-profit agency that has been serving the greater Milwaukee area since 1976. The agency focuses on assuring that families and individuals have the essentials, including, but not limited to, decent housing, medical insurance, utility services, and a host of basic needs.

### **Job Description:**

The position is a full time non-exempt position. The Housing Advocate is responsible for case managing, relocating displaced individuals, and resolving any issue a tenant may have with a landlord.

### **Qualifications:**

Bachelor's degree required. Strong knowledge and experience with tenant landlord laws also required. Candidates should have a background with tenant and landlord law. This includes keeping abreast of any changes to local, state, and federal laws related to landlord-tenant law. Candidate must also have good oral and written communication skills. He/She must also be able to work within the community independently and provide sound judgment to clients, staff, workers, and at times judges in small claims cases.

### **Duties:**

- Assess housing needs for clients that are displaced
- Answer tenant/landlord calls as needed
- Work with landlords to relocate individuals
- Investigate whether a tenant is eligible for Emergency Assistance
- Maintain case files with sensitive information relating to clients
- Comply with city required reports
- Provide Advocacy services to individuals who are encountering housing related problems
- Ability to work individually on home visits to assist clients and city inspectors with relocation
- Ability to work within the community to provide linkages with clients and needed resources

Community Advocates compensation package includes health, life, short & long term disability insurance, employee-paid dental and vision; a 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid benefit time.

Housing Advocate salary range is \$35,000 - \$38,000 per year. Email a cover letter and resume to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net) by April 29, 2019.

***Community Advocates, Inc. is committed to affirmative action, equal opportunity, and the diversity of its workforce.***