

**DENVER METRO FAIR HOUSING CENTER  
FAIR HOUSING SPECIALIST**

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The Denver Metro Fair Housing Center (DMFHC) has an opening for a Fair Housing Specialist-Investigator. The DMFHC is dedicated to eliminating housing discrimination and promoting housing choice for all people through education, advocacy, and enforcement of fair housing laws. DMFHC is a private non-profit organization established in 2012 with the support of the National Fair Housing Alliance (NFHA) with funding provided by the Office of Housing and Urban Development (HUD) Fair Housing Initiatives Program (FHIP) grant. DMFHC is active in six Denver Metro counties: Adams, Arapahoe, Broomfield, Denver, Douglas, and Jefferson.

**Title:** Fair Housing Specialist-Investigator

**Please submit resume and cover letter. DMFHC retains the option to continue advertising until the position is filled.**

**Job Description:** The Fair Housing Specialist-Investigator reports to the Deputy Executive Director. The Fair Housing Specialist-Investigator will conduct investigations of fair housing discrimination; work with the Intake Specialist to interview victims of housing discrimination; recruit, screen, and conduct training of testers (temp part time employees), schedule and direct testers through fair housing investigations in the areas of rental, sales, lending, homeowner's insurance, and accessibility design. The Fair Housing Specialist-Investigator will also conduct relevant research and participate in other enforcement-related activities as directed by the Deputy Director including property records, case law, and evictions searches. The Fair Housing Specialist-Investigator will review investigative findings with the enforcement team in an objective manner and will draft demand letters and/or administrative complaints when housing discrimination is discovered in investigations. The Fair Housing Specialist-Investigator will prepare rebuttal documents for administrative complaints and will work directly with victims of housing discrimination through the administrative complaint process. The Fair Housing Specialist-Investigator may at times work with outside legal counsel that represents DMFHC on fair housing lawsuits. The Fair Housing Specialist-Investigator will assist the Deputy Executive Director in preparing quarterly reports to grant funders and ensuring total compliance of grant agreements. Other duties may be performed as assigned.

**Training:** The Denver Metro Fair Housing Center will provide extensive training in the fair housing field.

**Requirements:**

- Bachelor's degree in social work, sociology, psychology, or ethnic studies or equivalent experience in housing and/or civil rights
- Ability to access, read, and analyze legal documents, general business periodicals, professional and legal journals, federal and state fair housing statutes and regulations and court cases
- Must be dedicated to the fair housing rights of all protected classes (race, religion, national origin, disability, familial status, color, and sex/gender)
- Attention to detail and strong organization skills
- Ability to multi-task, manage time effectively, and meet hard deadlines
- Client/Case Management experience (minimum 1-2 years)
- Proficiency in Microsoft Office, Excel, and Outlook
- Experience in gathering evidence and presenting facts in a neutral and objective manner (1 year)

- Volunteer management experience (1 year)
- Professional demeanor
- Critical thinking and analysis skills
- Ability to analyze complex data and investigative results
- Demonstrated oral communication skills, including the ability to communicate effectively to a diverse audience

**Preferred Qualifications:**

- Experience in conducting investigations around civil rights violations preferred, experience in conducting fair housing investigations a plus
- Paralegal/legal experience is a plus
- Knowledge in Fair Housing Laws
- Bilingual useful
- Experience in FHIP-HUD grants is a plus

**Essential Job Duties and Responsibilities:**

- Conduct intake and analysis of discrimination complaints
- Conduct investigation of fair housing complaints and carry a client load
- Perform case management including all related functions such as intake, investigation, maintenance of client files, counseling, conciliation, referral to attorney or enforcement agency and follow up after referral
- Design and conduct fair housing tests including gathering evidence and directing/supervising testers (temporary part time employees)
- Assist in the recruitment, screening, and training of testers
- Prepare administrative complaints and demand letters clearly articulating the fair housing violations
- Work with the team to support and further the mission and goals of the DMFHC and its programs
- Work with the Deputy Executive Director to ensure all enforcement grant deliverables are satisfied
- All other duties as assigned by the Executive Director and Deputy Executive Director to Affirmatively Further Fair Housing

**Benefits/Compensation**

Compensation dependent on experience. Generous insurance package offered with health, vision, and dental coverage for employees and dependents, up to 3% employer retirement match toward to Simple IRA, 15 days of paid annual vacation in years 1-3, 12 days of paid sick leave, 12 paid annual holidays, and onsite parking. Office hours are 9-5pm, Monday-Friday but some occasional weekends and evenings may be required.

**Please send resume, salary history and requirements, and cover letter to [kquillin@dmfhc.org](mailto:kquillin@dmfhc.org). Use subject line “Fair Housing Specialist-Investigation.” Anticipated start date for this position will be late May 2019.**

***DMFHC supports affirmative action and are dedicated to promoting equal employment opportunity.***