



**Job Title:** Full Time Temporary Housing Stability Officer

**Department:** Planning and Economic Development

**Hours:** Variable up to 39 hours per week. May require some hours outside of normal City Hall hours.

**Wage:** \$30/hour, commensurate with experience.

This is a Non-Union Position

This is a COVID-related temporary position designed to serve as a resource, counselor, and guide during a potential housing crisis created by the changed economic realities related to COVID-19. The priority will be to work with renters facing potential eviction, to assist them in accessing city, state and federal assistance. The position will also prioritize housing stability for home owners struggling with their economic situation and needing help to prevent foreclosure.

**Essential Duties:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Work as case manager on housing issues
- Ensure success of rental assistance program
- Work with landlords on eviction prevention as needed
- Work with state, feds, banks on foreclosure prevention
- Creates an eviction/foreclosure response network and plan.
- Connect residents with state, feds on housing programs
- Assist with resource and assistance applications
- Connect tenants and landlords to information about legal responsibilities
- Track all data of assistance given, programs accessed, and success rate.
- Seek and apply for potential grants or other funding opportunities to make this new position funding-neutral on city budget, to make this new officer position sustainable and budget-neutral in the longer term.

**Qualifications:**

- A Bachelor's or Associates degree

- At least 2 years of experience in a housing assistance-related field, including direct work with tenants, property owners and/or landlord.
- Experience in government, nonprofit, or other public service-oriented position will be preferred.
- Revere residency preferred.
- Very good writing and research abilities.

## **KNOWLEDGE, ABILITY, AND SKILLS:**

### **Knowledge:**

- Knowledge of federal and state housing policies and regulations, including voucher programs, anti-discrimination, and safe housing; candidate will develop familiarity with the local rules and ordinances governing rental housing in the City of Revere as soon possible after starting in the position.

### **Abilities:**

- Ability to connect residents to resources.
- Ability to assist residents with resource applications.
- Ability to develop and maintain relationships with other City departments and outside partners, including local and state agencies, non-profit organizations, financial institutions, and local businesses.
- Ability to analyze problems and find and articulate solutions and recommendations to clients, City officials, and outside partners.
- Ability to keep current with changing trends, data, legislation, and expectations for housing programs and make changes to programming and practices as advisable.
- Ability to complete work and make decisions independently.
- Fluency in written and spoken Spanish required.

### **Skills:**

- Excellent client service skills.
- Strong writing and presentation skills.
- Strong personal computing skills are required, including proficiency in Microsoft Word, Excel, and PowerPoint, and ability to manage a database.
- Grant-writing experience preferred.

## **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, October 5, 2020 at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.