



## Hispanic Tenant Advocate Job Description

**Job Title:** Hispanic Tenant Advocate

**Reports to:** Manager of Tenant Advocacy

**FLSA Status:** Non-exempt

**Hours:** Part-time (20 hrs per week). Flexible schedule. Occasional evenings and weekends.

**Compensation:** \$20 per hour. No benefits.

**Summary:** Housing Opportunities Made Equal of Greater Cincinnati (HOME) seeks a part-time Hispanic Tenant Advocate to provide information on housing rights under the Ohio tenant-landlord law and fair housing laws specific to Hispanic and Spanish-speaking populations. The position is responsible for working directly with Hispanic and Spanish-speaking clients experiencing housing issues and for developing and conducting outreach events to increase knowledge of housing rights and HOME's services to the Hispanic population.

### **Duties and Responsibilities:**

1. Maintain knowledge of Ohio Landlord-Tenant Law, fair housing laws and local building codes.
2. Assist Hispanic tenants who live in substandard housing or are in danger of losing their housing by intervening with landlords, getting essential repairs made, helping them access emergency rental or utility funding if needed, and other advocacy on tenant rights.
3. Develop and maintain good working relationships with non-profits, social service agencies, churches, schools, and other community organizations to build trust and connections to Hispanic population.
4. Conduct outreach events and trainings to let tenants know of HOME's services. Requires frequent, local travel.
5. Maintain close collaborative relationships with Legal Aid and with HOME client services staff to ensure that clients are referred for legal representation or fair housing assistance when appropriate.
6. Work in close collaboration with HOME's Tenant Advocacy team to keep up-to-date referral information on emergency rental and utility funding, on municipal building and inspection departments, and other services to assist tenants.
7. Enter accurate information into HOME's client database and provide written activity reports on a weekly basis.
8. Regularly attend HOME staff meetings.
9. Perform other job-related duties as assigned.

### **Qualifications:**

- High School diploma required; college degree preferred.
- Fluent in written and spoken Spanish and English.
- Cultural background and knowledge of Hispanic community and the Greater Cincinnati area.
- Ability to relate to individuals and families who are from a variety of backgrounds.
- Must possess and maintain a valid driver's license and car insurance.
- Ability to work evenings and weekends when needed.

**How to apply:** Please send a resume and cover letter. Submit materials to Elisabeth Risch, Executive Director, at [Elisabeth.Risch@homecincy.org](mailto:Elisabeth.Risch@homecincy.org) and include "Tenant Advocate" in the subject line. No phone calls. Applications will be accepted on a rolling basis until position is filled.

**Equal Opportunity Employer:** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability or veteran status. HOME supports affirmative action and is an equal opportunity employer.