



**JEWISH FAMILY &  
COMMUNITY SERVICES**  
EAST BAY

Position Announcement  
**Refugee Services Housing Specialist**

**Job Title:** Housing Specialist  
**Program:** Refugee Services  
**Reports To:** Director of Refugee Services  
**Status:** Full time, Non-Exempt  
**Location:** Concord Office

**OUR AGENCY**

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 60 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

*JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.*

**JOB SUMMARY**

The Housing Specialist secures and coordinates the furnishing of safe, sanitary, and affordable housing for newly arriving Refugees and provides related logistical support. Assisting clients with the search for available properties and negotiating terms on behalf of clients. Collaborating with government agencies, community organizations, and property owners.

**RESPONSIBILITIES**

The Housing Specialist is expected to coordinate the delivery of core reception and placement services, and enable clients' self-sufficiency in the following ways:

**GENERAL DUTIES**

- Identify, secure, safe, sanitary, and affordable housing for newly arriving refugees in compliance with established program and local government requirements.

### **GENERAL DUTIES (cont.)**

- Conduct ongoing outreach to current and potential landlords and property managers, building strong working relationships with the goal of increasing access to housing for refugee families and to coordinate client home repair requests as needed.
- Ensuring clients understand their rights and responsibilities as tenants.
- Collaborate effectively with colleagues and partner organizations to support a positive resettlement experience, including the support of donated goods to furnish client housing.
- Coordinate logistics of housing set-ups including ordering furniture and supplies and arranging delivery, arranging utility hook-ups, facilitating lease signings and renewals, arranging payments, and conducting home safety inspections.
- Implement a high-quality procurement protocol including researching potential new vendors, following appropriate financial and purchasing procedures, and maintaining required documentation.
- Responsible to Identifying and securing a safe, sanitary, and affordable Airbnb or a hotel booking for new arrivals.
- Document services provided to clients in accordance with program requirements.
- Use a personal, insured vehicle and/or public transportation (where available) to travel and transport clients and materials as needed throughout the service delivery area.
- Other duties as assigned.

### **SKILLS & EXPERIENCE**

- High school diploma or GED.
- Strong verbal and written communication.
- Proficiency in English language.
- Intermediate computer skills.
- Ability to maintain strict confidentiality.
- Patience, compassion, and flexibility.
- Experience working with LGBTQ and refugee communities preferred.
- Clean DMV record, current California driver's license, and insurance, access to vehicle; able and willing to transport clients when necessary.
- Ability to work independently and as part of a team.
- Excellent interpersonal skills with people of all ages.
- Commitment to agency mission of promoting and strengthening the social and emotional well-being of diverse individuals and families throughout the East Bay.

## **COMPENSATION AND BENEFITS**

Compensation is \$23.50 per hour. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

## **TO APPLY**

Please submit a thoughtful cover letter and resume to [currentjobs@jfcs-eastbay.org](mailto:currentjobs@jfcs-eastbay.org). Please include **RS40** in the subject line. Position open until filled.

*JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.*