



United Tenants of Albany

A Better Place to Live

JOB DESCRIPTION

Court Advocate- Part-Time

About the Position: The housing court advocate/fair housing specialist will be a member of the homeless prevention program staff at UTA. This staff person will have a passion for working with low-income renters in Albany NY to increase their access to housing justice, both in housing court and when contending with housing discrimination.

Job responsibilities include the following:

- Complete intake assessment, case coordination, budget counseling, landlord/tenant mediation, advocacy, and referral.
- Prevent imminent evictions for nonpayment of rent in housing court.
- Mediate eviction hearings in housing court, assist tenants with understanding their rights in the court process.
- Maintain current knowledge of fair housing laws and protections, explain laws and protections to tenants.
- Maintain knowledge and understanding of all UTA Homeless Prevention Program requirements, screen tenants on-site at court to intervene and prevent evictions.
- Assist tenants who believe they have been a victim of housing discrimination, guide tenants through complaint filing process.
- Execute court advocacy, fair housing, and make necessary referrals for emergency rental assistance services.
- Acquire any certifications as determined to be necessary.
- Input cases into internal and external data reporting systems; enter accurate data to Counselor Max systems in a timely manner.
- Maintain large caseload following program regulations; provide case management.
- Assist clients by explaining the legal terms of the court and any legally binding agreements that are applicable (lease, eviction notices, Code Enforcement notices, etc.)
- Maintain good working relationships with housing court staff, other housing agencies, social service providers and community organizations.
- Participate in tenant and community meetings and activities related to the goals and mission of United Tenants of Albany.
- Participate in weekly team meetings to review and develop action plans for caseload.
- Conduct tenant and community training either in-house or throughout the community.
- Work with organization team members to improve and evolve our group education curriculum to inform and support tenant development.



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Supervisor(s): Deputy Director and Executive Director

Hours: 9am-3:30pm with a half hour lunch break or 9am-4pm with an hour lunch break.

Salary and Benefits: \$19-22/hr. Paid holidays off.

Minimum Qualifications:

Associate degree with 2 years of relevant experience or Bachelor's Degree with at least 1 year of relevant experience in case management, service coordination, advocacy, crisis intervention and knowledge of community-based services.

Strong skills: Microsoft products and cloud-based Google systems. Exhibits good communication, writing and advocacy skills; ability to respond to client housing concerns with patience and empathy; good computer skills; and commitment to the goals and mission of United Tenants of Albany. **Good conflict resolution skills are crucial.**