

# Director of Housing Services

(6/23/2020)

## Agency Background

The mission of the Community Action Agency of Somerville (CAAS) is to help local families and individuals achieve financial security while working to eliminate the root causes of economic injustice. We envision a community where all residents are able to achieve economic independence, mobility and success.

CAAS has been the federally designated anti-poverty agency serving Somerville, Massachusetts since 1981. Our core programs are Head Start, the Housing Advocacy Program (HAP) and the Volunteer Income Tax Assistance (VITA) program. Head Start is a comprehensive developmental pre-school program that provides a variety of services to over 275 low-income children and families each year. HAP provides a wide range of housing related services to over 400 families and individuals at risk of homelessness each year, including preventing evictions and maximizing income. VITA provides free Federal and state tax preparation and filing for low- and moderate-income taxpayers.

## Position Responsibilities:

- Hire, train and supervise HAP staff
- Ensure that staff have current information regarding community trends, changes in benefits for low income residents, and legal developments (especially regarding housing law) affecting their clients
- Conduct weekly case review with HAP Advocates to ensure quality control and that data requirements are being met
- Build coalitions and work with existing ally organizations that address both individualized tenant issues and larger community-wide issues. Stay abreast of organizing efforts with local partners and act as liaison to the City of Somerville on housing issues. Manage relationship with Cambridge and Somerville Legal Services (CASLS).
- Represent CAAS/HAP at community meetings and discussions.
- Work with advocates to design and deliver workshops, trainings, meetings, or other events designed to inform the low-income community about CAAS' services and community resources and the rights and responsibilities of both tenants and landlords.
- Maintain a caseload of housing advocacy cases, assign other cases to HAP Advocates equitably, and assist Advocates with complex cases.
- Oversee the receipt and disposition of funds used to provide direct client assistance (e.g., funds to cover rent arrears, moving costs, etc.), and participate in reviewing requests for such funds from clients
- Participate in CAAS' Management Team; attend team meetings to review organizational effectiveness, recommend changes, and make management level decisions affecting the organization.

- Participate in fundraising efforts as necessary; generate outcomes reports, write sections of proposals, meet with potential funders.

**Qualifications:**

- 8-10 years of relevant experience, preferably with a focus on low income housing issues and tenants
- Knowledge of relevant government agencies and regulations, including landlord/tenant law, as well as knowledge of the full range of social services focused on communities of poverty a plus
- Prior supervisory experience required
- Ability to travel to meetings and events in the greater metropolitan area
- Proven ability to establish positive relationships across diverse cultures
- Comfort with computers and database systems
- Strong written and verbal communication skills
- Fluency in another language (Spanish, Haitian Creole, Portuguese) a plus

Interested candidates should send cover letters and resumes to: [jgrogan@caasomerville.org](mailto:jgrogan@caasomerville.org)