



POSITION DESCRIPTION

JOB TITLE: Housing is Key Rental Assistance Case Worker

REPORTS TO: Donna Foster

SALARY and BENEFITS: \$18-\$22/hr. 40 hours a week, 10 paid holidays a year

LOCATION: MICOP Oxnard office

POSITION: Temporary Full Time, Non-exempt

START DATE: Starts immediately. Ends January 2022

TO APPLY: Please send a cover letter and resume to hr@mixteco.org Position open until filled

Organization Summary:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station.

Position Summary:

The Mixteco/Indígena Community Organizing Project (MICOP) seeks a tri-lingual (Spanish, English, Mixteco) case worker to lead the Housing is Key rental assistance program in Oxnard. The Housing is Key case worker will provide assistance to clients who owe past due rent due to financial hardship caused by the COVID-19 pandemic. The case worker will review clients for eligibility, assist clients with filling out the application, help provide the necessary documentation and coordinate with the landlord.

Key Responsibilities:

- Interview clients and determine eligibility
- Accurately enter information into website portal on a daily basis
- Keep detailed information and files on each applicant
- Assist with documentation and paperwork needed to complete application
- Follow up with clients
- Communicate with landlords when needed
- Maintain spreadsheet for reporting
- Other duties as assigned

Qualifications:

- Passion for mission of supporting, empowering and organizing the indigenous migrant community
- Excellent interpersonal and listening skills
- Ability to coordinate, organize, and track individual cases
- Tri-lingual Mixteco, Spanish, English speaker.
- Computer skills – Excel
- Ability to enter accurate data into website portal
- Attention to detail
- Compassion and understanding for the community
- Desire to work with and advocate for the community
- Flexible schedule