

Part-Time Position: Eviction Prevention Outreach – The Coalition for the Homeless is hiring three part-time employees to work 20 hours per week in an effort to reach out to tenants prior to eviction court. The pay is \$20,000 per year. Duties include: contacting tenants before court to walk them through the steps of eviction court and notify them of resources to help pay rent or assist in acquiring new housing; recruiting and training volunteers to reach out to tenants; tracking and recording the outcomes of those assisted; and creating reports to share data about outcomes. Flexible scheduling including work on weekends will be required. Applicants must have reliable transportation. Applicants should also have ability to work with diverse people, willingness to partner with others and good communication skills. A preference will be given to those with a lived experience of homelessness and/or eviction. Please see the job description attached. Interested applicants should submit a cover letter and resume to George Eklund geklund@louhomeless.org.

Coalition for the Homeless Job Description

Revised: April 19, 2021

Title:	Eviction Prevention Outreach Staff
Summary:	Eviction Prevention Outreach workers perform phone, email and door to door outreach to tenants being evicted. They help walk people through their rights, how to prepare for and attend court and how to access assistance.
Reports to:	Advocacy and Education Director
Direct Reports:	None
Classification:	Part-Time Hourly
Minimum Requirements:	Flexible scheduling including work on weekends will be required. Applicants must have reliable transportation. Applicants should also have the ability to work with diverse people, willingness to partner with others and good communication skills. A preference will be given to those with a lived experience of homelessness and/or eviction.

Duties:

- 1) Coordinate weekly outreach efforts and assign duties to community volunteers.
- 2) Create maps and call logs to make best use of volunteers.
- 3) Help recruit, train, and provide oversight to volunteers.
- 4) Assist in conducting outreach calls, texts, emails, and door to door visits.
- 5) Make appropriate referrals to homeless prevention services.
- 6) Make appropriate referrals to Legal Aid.
- 7) Make appropriate referrals for rent and deposit assistance.
- 8) Record outreach efforts and outcomes on program data-base.
- 9) Identify emerging trends in the needs of renters and obstacles in getting assistance

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, marital status, genetics, disability, age, veteran status or any other legally protected status.