



Open Position: Housing Case Manager

Welcome to La Colaborativa, a 501(c)(3) non-profit organization dedicated to empowering Latinx immigrants, enhancing community well-being, and advocating for accountability among institutional decision-makers.

Highlights

Position: Full-time Housing Case Manager

Schedule: Monday - Friday, 10:00 AM - 6:00 PM

Location: 318 Broadway, Chelsea, MA, 02150

La Colaborativa is looking for a housing case manager who will lead housing small-scale mediations and advocate on behalf of tenants regarding rental arrears, housing conditions, and rent increases. Assist in completing RAFT applications through community outreach and scheduled appointments. Forge connections with local landlords, brokers, and property managers to find alternative housing when needed. Complete housing applications with members of La Collaborative Assist by sending out recertification information and other requested information from vouchers or affordable housing programs.

Key Responsibilities

- Bilingual Spanish-English
- Analyzing information
- Decision making
- Research skills
- Verbal communication
- Written communication
- People skills
- Resolving conflict
- People management
- Integrity
- Cultural safety and sensitivity, specifically with Latinx and immigrant communities

Qualifications and skills

- High School Diploma or GED.
- 1+ years of customer service experience, preferably in human services, possess demonstrated commitment to customer service.
- Must be over 21 years old.

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment
- Work Location: In person

To apply:

If you are enthusiastic about our mission and the opportunity to empower the community, please submit your resume and a cover letter to donnam@la-colaborativa.org.

La Colaborativa is an equal-opportunity employer. La Colaborativa actively embraces diversity and welcomes applicants from a wide range of backgrounds and experiences.