Company Description
JFS of Washtenaw County is an organization dedicated to serving a diverse, international population. We strive to create solutions, promote dignity, and inspire humanity within the community. As a Refugee Housing Assistant, you will play a vital role in supporting our mission and helping refugees find a safe and welcoming home.

PURPOSE/SCOPE OF RESPONSIBILITY
We are seeking a dedicated and organized Refugee Housing Assistant to join our team. In this role, you will work closely with the Refugee Housing Coordinator to manage warehouse inventory, assist with purchasing and tracking household items for move-ins, coordinate with volunteers for furniture donations, participate in move-ins, staging of apartment furnishings, and perform various administrative tasks related to refugee housing coordination.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES
1. Supports RSHC with coordination of activities and administrative tasks to ensure timely completion of time-sensitive tasks and deadlines as well as smooth and efficient operations.
2. Manage furniture and household warehouse inventory for refugee move-ins, ensuring accurate stock levels and organization and maintaining accurate records and documentation related to warehouse purchases.
3. Coordinates with and assists volunteers in furniture donations pick-ups, move-ins, and staging processes.
4. Assist in coordination of day-of move-ins and physically move families into their new homes with the support of volunteers and staff.
5. Takes part in necessary aspects of the application process, dropping off applications and paperwork as needed, picking up keys, as well as checking safety and cleanliness of potential homes.
6. Keeps client case files up to date and organized.
7. Utilize computer skills, including SharePoint, email communication, Excel, Microsoft Office Suite, and an understanding of legal lease documents.
8. Communicates effectively with the client, service coordinators, service providers, and support personnel.
9. Is professional in representing JFS to landlord’s/property managers with the intention of expanding the network of properties available for refugee services clients.
10. Assist with other tasks related to refugee housing coordination as assigned by the Refugee Housing Coordinator.

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Ability to lift heavy furniture items and possesses the ability to drive a box-truck as needed.
2. Is sensitive to and understands the needs and experiences of refugees.
3. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
4. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
5. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
6. Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
7. Possesses the ability to adapt to changing priorities and handle multiple tasks simultaneously.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of
the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent.
- Minimum experience of 1 year in a related field or in housing.
- Proficient in using Excel, SharePoint, and Microsoft Word.
- Capable of lifting and moving heavy furniture items up and down stairs.
- Ability to drive a box-truck.
- Demonstrates strong organization and direct communication skills in all interactions
- Effective in organizing and prioritizing work and working both independently and collaboratively in a fast-paced environment.
- Skilled in working among large teams effectively.

**REQUIRED LANGUAGE SKILLS**
Ability to express oneself in an articulate and effective manner both verbally and in written communication.

**REQUIRED REASONING ABILITY**
Ability to deal with abstract as well as concrete concepts, problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

**WORKING CONDITIONS**
This position involves driving to various locations, including apartment complexes, stores, and the warehouse. Mileage is reimbursed. The work environment may vary between the office, warehouse, and off-site locations. The role requires the ability to perform heavy lifting and physical tasks related to moving furniture and household items.