



DEL RICHARDSON & ASSOCIATES, INC  
LINKING SOLUTIONS

***Dear clients, COVID-19 has resulted in immediate hiring needs for many South Bay Employers. Del Richardson & Associates Inc. is hiring in the South Bay.***

### **Housing Navigator ( Part- Time)**

- This position requires a basic knowledge of real estate property management, communication, marketing for tenants displaced due to redevelopment and good landlord /property management relationships.
- Interview and or review interview forms and create a plan of action for housing tenants.
- Prepare individual housing referral forms making sure units are available and landlord is willing to rent to our clientele. These housing referrals must be submitted weekly.
- Must keep file notes of all contacts and activities. Must submit weekly reports of all work performed and time sheets.
- Request funds to secure housing.
- Other duties related to housing relocation.
- Spanish speaking a plus.
- Starting wage is \$15-\$18 an hour

**Please email resume to Donald Perry:**

**DPERRY@SBWIB.ORG**



A WORKFORCE  
DEVELOPMENT BOARD

**IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.**



America's **JobCenter**  
of California™

THIS WIOA TITLE 1 FINANCIALLY ASSISTED PROGRAM OR ACTIVITY IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES BY CALLING IN ADVANCE TO CRS 1-800-735-2922 OR 310-680-3700