

Housing Counselor Job Description

We're hiring Housing Counselors! We are looking for caring, detail-oriented individuals with a commitment to improving the quality of life for low-income families in their community. Housing Counselors are responsible for counseling clients with respect to their overall financial situation as it relates to home ownership, budgeting, debt reduction, credit re-building, and education. Excellent Housing Counselors possess strong networking connections with other social services in their communities, a passion for connecting individuals to resources, and the ability to listen to the needs of our clients. Applicants should be comfortable building personal relationships, have an empathetic and supportive spirit, and be proficient in Microsoft Office Suite. If this description sounds like you, please visit our website www.caaneal.org/employment to download an application!

Primary Responsibilities:

- Counsel and interview clients with respect to their overall financial situation as it relates to home ownership, budgeting, debt reduction, credit re-building, and education.
- Create a budget and detailed action plan for all clients
- Create and ensure completion of a client's file per organizational and HUD guidelines
- Leverage other CAA program resources to ensure client is receiving maximum benefits
- Proactively manage workload, calendar, and client appointments to help meet the goals of the organization and serve the client effectively.
- Assists the Housing Counseling Director with special projects as assigned and other tasks deemed necessary to achieve overall goals and operate a successful program
- Other duties as assigned.

Qualifications:

- Ability to obtain and maintain HUD Certification as a Housing Counselor
- A degree from an accredited college in Social Work or a related field is preferable, however, experience and the ability to be successful can be substituted, or a minimum of two years' experience in a supervisory capacity.

Benefits:

- Full-time schedule (Monday-Friday 8:00-4:30)
- Offices Located in: Oneonta, Centre, Rainsville, Scottsboro, Guntersville, Pell City, and Birmingham.
- Retirement, health insurance, and life insurance.