



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009
202-667-7006 • www.housingetc.org

HCS HOUSING TRAINER POSITION DESCRIPTION

Posting Date: 10/31/16
Salary Range: \$42,000-\$48,000

Opened until filled

Housing Counseling Services (HCS) seeks an energetic self-starter to develop and implement workshops and courses for tenants, homebuyers, homeowners and the homeless on resolving and preventing housing barriers and seeking appropriate housing opportunities. The Housing Trainer will develop curriculum, training manuals and PowerPoint presentations on a variety of housing topics and will support participants to ensure that they develop the skills necessary to take appropriate actions. This position requires numerous evening and weekend hours and confident public speaking skills. Daily access to a car is necessary.

RESPONSIBILITIES:

- Excellent writing, oral and analytical skills.
- Ability to work both independently and in team settings.
- Ability to communicate well with a wide variety of people including lenders, contractors, developers, landlords, attorneys, public officials, and low-income families from diverse cultures and backgrounds.
- Flexibility in working in changing environments and managing multiple tasks.
- Ability to translate technical information into layman's terms.
- Flexibility and ability to prioritize a wide variety of tasks.
- Ability to utilize computer-based client management systems for reporting.
- Sensitivity to needs within the community and to individual clients.
- Input data into multiple databases.
- Maintain accurate written and computer based files.
- Provide accurate and complete monthly reports.
- Perform other HCS tasks as requested.

QUALIFICATIONS

- Education or experience in community/economic development, affordable housing, serving at-risk populations, social work, urban studies, labor or tenant organizing, real estate or related fields.
- Experience providing direct service to low-income individuals and families.
- Bilingual capabilities (i.e. Spanish, American Sign Language, Amharic, Vietnamese, Chinese, and French) are highly desired, though not required.
- Strong oral and written communication skills;
- Ability to respond to multiple emergency needs with patience and diligence;
- Must demonstrate the ability to communicate with variety of professionals including lenders, real estate agents, home inspectors, insurance agents, and settlement agents as well as with low and moderate income families from a variety of cultures.
- Must be able to manage a large caseload;
- Ability to translate technical information into layman's terms;
- Must demonstrate an ability to work with minimum supervision;
- Must be versatile in order to handle a wide variety of duties;
- Sensitive to the needs within the community and to individual clients;
- Knowledge of housing law or capacity to learn;
- Strong computer skills.

HCS is an equal opportunity employer and affirmatively seeks diversity in its workforce. HCS recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital or familiar status, sex, age, sexual orientation, or any other category protected by law.

Resumes and cover letters should be sent to employment@housingetc.org . Resumes without cover letters will not be considered.