



Housing Counseling Services, Inc.

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

COMPREHENSIVE HOUSING COUNSELOR POSITION DESCRIPTION

Posting Date: October 2016
Salary Range: \$45,000-\$52,000

Open until filled

Housing Counseling Services (HCS) is looking for a new team member to join our committed staff and encourages all to apply! We are seeking a high energy, committed and quick learner to provide individual counseling to tenants, homebuyers, homeowners, and the homeless to help them resolve a housing crisis and seek housing solutions.

RESPONSIBILITIES:

- Provide counseling to families on housing issues in order to resolve problems and improve housing situation of families.
- Advocate on the behalf of clients with lenders, landlords, social service agencies, etc.
- Assist clients in receiving assistance in their needs such as food, utilities, shelter, clothing, medical care, etc.
- Follow-up with all clients to be assured that their needs are being met.
- Maintain accurate written and computer based files.
- Assist clients in meeting their housing goals.

QUALIFICATIONS:

- Excellent oral and written communication skills.
- Must demonstrate the ability to communicate with a variety of people including bankers, realtors, landlords and low and moderate income families from a variety of cultures.
- Ability to translate technical information into layman's terms.
- Must demonstrate an ability to work with a minimum of supervision.
- Must be versatile in order to handle a wide variety of duties.
- Sensitivity to the needs within the community and to individual clients.
- Knowledge of Washington, DC housing law or capacity to learn it.
- Computer skills.
- Spanish or other non-English language fluency desirable.
- Two years of specialized professional experience in social work, housing counseling, urban studies, or related fields (B.A. degree in a related field will be considered as one year of specialized experience).
- Background in housing development, real estate practices, financial analysis and affordable housing principals helpful.

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.