

HOME, Inc. is a New Haven-based non-profit with a mission of helping house families who are at risk-of-homelessness or homeless. HOME's Housing Counseling Programs department is looking for an experienced person to fill the newly opened full-time position of *Housing Counselor*. This position will be instrumental in assisting recipients of State-issued Section 8, RAP and T-RAP subsidies in finding safe, affordable rental housing in areas of their choice. A Bachelor's degree in Social Work, Human Services or a related field is required; however, a combo of both college & practical experience working in & with low-income housing, as well as with housing subsidy programs & fair housing laws, will be considered. Must be computer literate in a Microsoft Word/Windows environment. A current, valid CT driver's license & the daily use of a reliable, properly registered & insured vehicle is mandatory. Bilingual (Spanish-English) is preferred. Email cover letter & resume to srunlett@homeinc-ct.org; mail or fax to: S. Runlett, HOME, Inc., 171 Orange ST, New Haven, CT 06510; Fax: 203-401-3325. NO PHONE CALLS. EEO/AA; will remain open until filled.

HOUSING COUNSELOR JOB DESCRIPTION

Housing Operations Management Enterprises (HOME), Inc. seeks to fill a full-time position for an experienced *Housing Counselor* to assist the Director of Housing Counseling Programs and staff in the day-to-day operation of the Housing Counseling Programs Department. This position will assist the Director as well as the rest of the departmental staff in administering various housing counseling contracts. Under these various housing programs, the *Housing Counselor* will assist those in need of our services.

This position reports directly to the Director of Housing Counseling Programs.

Housing Counselor Responsibilities/Duties

- Give presentation about HOME INC's services at all briefings
- Facilitate Tenant Education Workshops
- Complete Needs Assessment and Housing Action Plan with program participants
- Discuss and offer options to program participants in seeking housing in low-poverty areas of HOME INC's assigned service areas
- Use all available resources to find suitable, available units for program participants
- As required, provide listings of available units in the areas in which program participants are searching
- As required, negotiate and mediate with landlords, housing authorities or any other entity regarding program participants' housing needs
- Assist program participants in their attempts at credit repair and budgeting
- Connect program participants to needed community services
- Create and maintain program participants' charts
- Keep track of program participant contacts and referrals to other services
- Follow up regularly with program participants
- Maintain relationships with various housing authorities and the administrator of the State's subsidy program
- Contact recert program participants about HOME INC's services
- Prepare various statistical reports as required by the Director
- Assist the Director in the preparation of training, informational and outreach materials
- As required, transport program participants to various housing appointments in HOME INC's assigned service areas
- Assist in the preparation of bulk mailings
- Occasional switchboard/receptionist coverage
- Perform related departmental duties as required by the Director

Qualifications

- Bachelor's degree in Human Services, Psychology, or Social Work
- At least three years' experience working in the low-income housing and/or humans services field
- Knowledge of Section 8 RAP and T-RAP subsidies extremely helpful
- Knowledge and familiarity with HOME INC's regional service area
- A combination of both college and practical experience may be considered as a possible substitution for the Bachelor's degree
- Excellent verbal and written communication skills
- Excellent record keeping and organizational skills
- Computer literate in a Microsoft Windows/Word environment
- Ability to follow through on assigned tasks and duties with minimal supervision
- Demonstrated ability to collaborate and communicate with a diverse population
- Must have a current, valid CT driver's license as well as the daily use of a properly registered and insured vehicle
- Bilingual (Spanish-English) preferred

Housing Operations Management Enterprises (HOME), Inc. is an
Affirmative Action, Equal Opportunity Employer