

## JOB DESCRIPTION

<b>Position Title:</b> Housing Counselor	<b>Immediate Supervisor:</b> Director of Housing and Community Development	<b>Starting Salary:</b> <b>\$18.00 - \$19.00/ hr</b>
<b>Classification:</b> Full-Time, Non-Exempt		

**Specific Duties and Responsibilities:** Schuylkill Community Action Housing Counselor's will work under the guidance of the Director of Housing and Community Development and shall have the skills necessary to assume the following responsibilities:

1. Shall be required to become a HUD Certified Housing Counselor.
2. Shall be directly responsible for the implementation and delivery of home ownership programming, including PHFA's pre-closing seminar and establishment of home ownership workshops, including the implementation, scheduling, marketing, and reporting as required.
3. Shall be responsible for assisting in the Director of Housing and Community Development oversight of the agency's HUD Housing Counseling Grant Program. Responsibilities include assistance with monitoring and reporting of agency's HUD counseling efforts.
4. Shall be responsible for the implementation of the Homeowners Emergency Mortgage Assistance Program (HEMAP). Responsibilities shall include preparation of applications for clients, budget and mortgage default counseling, submission of application to PHFA, and reporting.
5. Shall be responsible for the implementation of the Schuylkill County Mortgage Foreclosure Diversion Program. Responsibilities include preparation of applications for clients, budget and mortgage default counseling, submission of application to lender attorney, attending Conciliation Conferences when needed to assist client with mediation with lender and lender's attorneys; monitoring; report generation and agency representative for audit purposes.
6. Shall assist with apartment management duties as needed, specifically focusing on marketing rental vacancies, tenant selection, completing yearly rental adjustments, handling tenant related issues, coordinating repairs and maintenance issues, issuing notice to quits as needed, and participating in landlord/tenant complaint issues including magisterial hearings.
7. Shall be responsible for agency program awareness. Shall be able to inform clients of all available programs (i.e., homeownership, counseling services, case management, financial assistance, etc.) and be able to refer clients to the proper employee or agency.
8. Shall be responsible for program delivery of SCA housing rehabilitation programs. Responsibilities shall include client intake, client correspondence, scheduling of appointments, preparation of application, income documentation, completion of

environmental review, property valuation, eligibility determination and program file compliance, program reporting and IDIS management.

9. Shall be responsible for the delivery of various housing counseling initiatives developed by PHFA, including but not limited to the HUD Housing Counseling Grant, CHCI initiatives, Pennsylvania's Homeowner Assistance Fund application support, and Housing Stability Counseling Program.
10. Assist in development and delivery of other affordable housing initiatives as assigned by the Director of Housing and Community Development. This could include research, development of new programs, solicitation/marketing of housing programs, proposal development and program delivery.
11. Shall be responsible for general program support. Will provide support, as needed, to other core programs including cross-training in other service areas. Assist with special projects as assigned, and other tasks deemed necessary to achieve overall goals and to operate a successful program.
12. Shall be responsible for attending all training and obtaining necessary certifications as required for program implementation and maintaining agency Housing Counseling status.

**Required Licenses, Certificates, or Knowledge:** Bachelor's Degree. HEMAP Certification, PHFA Housing Counseling Specialist, and HUD Housing Counseling certification required within six-months of hire date. (Training and costs of certification will be provided). Other housing certifications as required for program implementation.

**Working Conditions:** Standard hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. Evening hours may be required to instruct Homebuyer Education classes. These hours may be subject to change as needed.

**Safety Hazards of the Job:** None

This job description does not list all the duties of the job. You may be asked by the Director of Case Management and/ or Executive Director to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

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Signature

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Date