

Company Name: District 6 Human Resource Development Council	Job Description
Job Description Title: HUD Certified Counselor/Housing Assistant	FLSA Status: Non-Exempt
Accountable To: Executive Director	Position Status: Regular, Part Time
Wage: \$18 to \$20 DOE	Revision Date: 11/22/2024

Job Summary:

The HUD Certified Counselor/Housing Assistant will provide essential support to manage workloads effectively and work in a team-based management to ensure seamless continuity of services in our 1st Time Homebuyer Program. After HUD certification is achieved, the counselor will work on counseling clients through the Housing Assistance Fund (HAF) and will be cross-trained in our Housing Program to ensure staffing and support for the clients receiving rental assistance.

Essential Duties Responsibilities:

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Provide counseling through the Housing Assistance Fund (HAF).
- Provide HUD compliant pre-purchase, post-purchase and foreclosure prevention counseling to clients in person and with alternative formats that are mutually acceptable. Sessions offered will be dependent on the agency’s current offerings. Services available at HRDC6 may include; credit counseling, financial capacity building, pre-purchase, post-purchase, delinquency, debt management, foreclosure prevention, and renters rights & responsibilities counseling.
- Provide comprehensive individual and or group credit, foreclosure prevention, rental, and home ownership counseling sessions.
- Develop and maintain relevant curriculum and training materials for each category of education.
- Participate and facilitate group education workshops in accordance with U.S. HUD standards.
- Coordinate with all necessary community resources (realtors, lenders, appraisers, title company representatives, program administrators, county, and city representatives, etc.) to ensure that documentation is accurate, complete, timely, and satisfies all requirements and parameters of programs/services offered.
- Collect and input client information correctly and timely using the appropriate data tracking system. Maintain complete, secure hard copy and electronic information files. Work with the Fiscal Officer to ensure expenditures are authorized within contract guidelines and budgets.
- Create an action plan that identifies strategies and tasks that will aid the client to achieve their housing goal. Conduct follow-up via phone and/or email to determine whether the client is following their financial goal plan. Collect Closing Disclosure statements once a client fulfills home ownership.

- Represent District 6 HRDC, at events, seminars, classes, and networking functions in a consistent professional manner. Interact and collaborate with others in pursuit of and attainment of the program goals established by the Program Director.
- Maintain regular attendance and assist in the overall mission of District 6 HRDC programs. Demonstrate principles of integrity, respect, accountability, compassion, and leadership.
- Adhere to the National Industry Standards for Homeownership Education and Counseling code of ethics.
- Cross-train with the Housing Program Manager. Assisting with eligibility determinations, housing choice voucher rental assistance, and maintaining accurate files to ensure compliance with contract requirements; meeting with applicants, managing referrals, and coordinating HCV inspections; providing information, entering data into the state database system as required, and attending trainings and meetings.
- Regular attendance

Key Skills and Abilities:

Key skills and abilities are the essential competencies and qualities needed to successfully perform the responsibilities of a job.

- Ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
- Ability to communicate effectively and clearly to a group, in a classroom or professional setting, orally and in writing.
- Ability to respect confidentiality and adhere to ethical standards of this profession.
- Ability to work flexible hours, including an occasional evening or an occasional Saturday.
- Ability to manage multiple tasks in a time sensitive environment.
- Proficient problem solving and critical thinking skills.
- Proficient use of Microsoft Office, web-based programs, and email.
- Excellent time-management skills and ability to work independently in a team environment.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or abilities preferred.

- Combination of education and experience to fully meet the required minimum job qualifications.
- Ability to become a HUD Certified Counselor within 6 months of hire date and continued training and education as required.
- Valid Montana driver's license, proof of personal vehicle insurance, ability to meet insurability requirements for the organization automobile insurance policy.
- Experience in determining applicant eligibility preferred
- Experience in preparing and managing budgets preferred

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit for long periods
- Frequently required to stand, walk, use hands, and reach with hands and arms
- Frequently required to climb stairs and stoop, kneel or crouch
- Regularly required to use fingers, hands and arms when working with the computer
- Regularly required to talk or listen and to use the telephone
- Occasionally required to lift and/or move up to 25 pounds
- Regularly required to use close, peripheral, and distant vision
- Occasionally required to travel

The above statements in this job description are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s). I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. I understand that District 6 HRDC reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee signature _____ Date _____

Director's signature _____ Date _____