HDSW

Neighborhood Preservation Company

**JOB POSTING**

Human Development Services of Westchester, Inc (HDSW), a HUD-approved, multi-service community based organization in Westchester County, has an opening within its Neighborhood Preservation Company Program, a housing and community renewal program based in Port Chester, New York.

**Position:** Housing Counselor – F/T

**Position Summary:** Provide information and guidance to individuals that will enable them to meet their housing goals. This particular position will work mainly with tenants to assist them maintain their rental apartments and prevent homelessness. Position reports to the Director of the Neighborhood Preservation Company. Position is non-exempt.

**Programming & Administrative Responsibilities:**

**A) One-on-one Counseling:** Gathers information from client(s) and assesses the best way possible to help make decisions concerning the client’s housing goals.

* + Creates and maintains electronic and physical case files containing personal and financial information.
  + Develops Action Plan that identifies needs/goals, steps necessary to meet goals, and timeframes involved.
  + Assists clients to review spending habits and inform them to budget appropriately
  + Provides adequate documented follow-up
  + Provides referrals when appropriate
  + Ensures client files are closed timely and in accordance with established procedures.

**B) Education & Outreach:** Conduct community outreach and marketing for Tenant workshops, Budget and Credit workshops, and other related housing topics.

* + Conduct group intakes and collect required documentation; authorizations and disclosures
  + Register clients for upcoming workshops and programs
  + Build community relationships with local organizations, partners, and creditors to develop client referrals and ensure satisfaction, cross training and distribution of materials.

**C) Additional duties at the discretion of the Director of the NPC**

**Preferred Qualifications**:

BA/BS in a human services field with a minimum of one-year in a social service setting required. Must have understanding/knowledge of affordable housing and specifically, housing counseling. Proven ability to work in a small team environment. Must obtain housing counseling certification within 1 year of employment. Strong written and verbal communication skills necessary to maintain documentation and ability to interact effectively with clients, housing professionals, attorneys, community agencies, and local, county and state government representatives. Knowledge to assemble, analyze and report data and information in a clear, precise and objective manner. High degree of organizational and time/people management ability. Bilingual in English and Spanish a plus.

Fax cover letter and resume with salary history and requirements to: Blanca P. Lopez, (914) 939-3531 or email to [HDSWHOUSINGHELP@aol.com](mailto:HDSWHOUSINGHELP@aol.com). Only applicants selected for interviews will be contacted. No phone calls please.

HDSW is an Equal Opportunity Employee

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