



Housing Counselor

JOB SUMMARY

CPAH is looking for compassionate people who want to make a difference and help ensure that everyone has a place to call home. The primary responsibility of the Housing Counselor is to provide housing counseling and education to tenants, first-time homebuyers, existing homeowners, and homeowners facing foreclosure, as well as helping to administer foreclosure prevention funds. The Housing Counselor teaches group classes and provides one-on-one counseling to help low- and moderate-income households overcome barriers to homeownership, improve credits scores, reduce debt, establish budgets, qualify for a mortgage, prevent foreclosure, and achieve long-term housing stability and financial security. CPAH specifically works to help remedy the historical impacts of housing discrimination. The position reports to the Director of Counseling and Education.

RESPONSIBILITIES

- Provide one-on-one rental counseling, pre-purchase housing counseling, financial capability counseling, and mortgage delinquency counseling
- Teach pre- and post-purchase group education classes and financial capability classes (both in-person and virtually)
- Help administer foreclosure prevention financial assistance programs
- Complete required data entry, activity logs, filing, and reporting that is necessary to maintain compliance with grants and the organization's HUD housing counseling certification
- Continually develop required job knowledge, skills, and core professional competencies
- Perform other duties as assigned by the Director of Counseling and Education

STANDARDS AND CORE COMPETENCIES

- Bachelor's degree or equivalent required
- Minimum of 2 years of experience in the housing counseling, finance, real estate, or related field
- Solid understanding of rental housing, the home-buying process, mortgages, and foreclosures
- Strong public speaking and presentation skills
- Strong interpersonal skills and the ability to communicate effectively and compassionately with clients, many of whom may be in stressful situations
- Very detailed, organized, and accurate
- Strong computer skills and ability to learn new technology
- Must possess a passion for CPAH's mission
- HUD-certified housing counselor or willingness to become HUD-certified within 12 months
- Bilingual (Spanish) a plus

SCHEDULING & COMPENSATION

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. Up to 2 days per week may be worked from home. The role requires occasional evening and weekend hours. Competitive salary of \$55,000 - \$62,000, commensurate with experience and HUD Housing Counselor Certification. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

TO APPLY

Send cover letter, resume and salary requirements to lovera@cpahousing.org .

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.