



## NOW HIRING

### Housing Counselor

DEPARTMENT: Energy and Housing  
PAY RANGE: RH1/L3

HOURS PER WEEK: 40 hours/week- Full Year

#### POSITION DESCRIPTION

##### General Scope of Duties:

The **Housing Counselor** delivers supportive counseling services to the general public to meet housing goals. The Housing Counselor is well versed in housing options and financial analysis to assist with resource advocacy, financial issues, homebuyer education, budget building, credit building and repair, mortgage and tax foreclosure mitigation, homeless services, and rental assistance services. This position is a solution focused and problem-solving interactive position that shares information (education), removes barriers (counseling), and supports client activities to help them reach defined goals (coaching). A consumer advocate who will build relationships with community providers, housing providers, local resources and lenders to advocate successfully on behalf of consumers.

##### General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.

##### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least two years of prior related experience, preferred.
- Self-motivated and able to work with minimum supervision.
- Excellent interpersonal, communication, public relations, and interviewing and listening skills.
- High degree of organizational time management skills.
- Excellent oral and written communication skills.
- Ability to comprehend and interpret rules, regulations and procedures.
- Knowledge of HUD policies, procedures, state and federal regulations preferred.
- Knowledge to assemble, analyze and report data and information in a clear, precise and objective manner.
- Skilled in the use of MS Windows, Excel, Word and Outlook, Publisher and Power Point as well as HUD software applicable to the position.
- Excellent, problem prevention, mediation, and problem-solving skills.
- Proficient in operation of intermediate level office equipment fax, printers, scanners etc.

##### Education Requirements:

The following education requirements are considered essential:

- Bachelor's degree in related field: Business Administration, Social Work, Psychology, Sociology, Counseling from an accredited college or university; consideration may be given to individuals who have an associate degree and who can demonstrate 4 years of HC experience and required HUD certification in place.

**Preferred Licensure of Certification:**

- HUD Certified Housing Counselor preferred or able to achieve by August 31, 2020
- LSW, MHRT C preferred

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: [www.waldocap.org](http://www.waldocap.org). Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.