



San Carlos Housing Authority

P.O. Box 740, Peridot, AZ 85542

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www.sancarloshousingauthority.org

Position

Housing Counselor

Location

Peridot, AZ 85542

Job Type/Vacancy #

Full-Time/334-2024

Salary

Depends on Qualifications

Opening Date

3/8/2024

Closing Date

Until Filled

Position Summary:

Assists individuals and families in achieving their housing goals. Provide guidance, education, and support to clients seeking affordable housing options, rental assistance, mortgage assistance, or foreclosure prevention. Works closely with clients to assess their needs, develop action plans, and provide resources and referrals to help them secure and maintain stable housing. Maintains a productive and professional work environment supporting overall mission, vision and values of the San Carlos Housing Authority.

Essential Functions:

1. Conducts comprehensive assessments of clients' housing needs and financial situations. Provide personalized counseling and guidance to help clients understand their options and make informed decisions.
2. Assists clients in accessing affordable housing programs, rental assistance, mortgage assistance, and other available resources. Help clients navigate application processes, eligibility requirements, and documentation.
3. Provides financial literacy education to clients, including budgeting, credit management, and debt reduction strategies. Help clients develop action plans to improve their financial stability and achieve housing goals.
4. Assists clients at risk of foreclosure by providing counseling, reviewing loan options, negotiating with lenders, and developing foreclosure prevention strategies.
5. Advocate on behalf of clients to address housing-related issues, such as unfair housing practices, discrimination, or landlord-tenant disputes. Collaborate with community organizations and agencies to advocate for affordable housing initiatives.

6. Connect clients with community resources, social services, and support networks to address additional needs, such as employment, healthcare, or legal assistance.
7. Maintain accurate and confidential client records, case notes, and documentation in accordance with organizational and regulatory requirements. Prepare reports on client outcomes and program effectiveness as required.
8. Conduct community outreach activities to raise awareness about housing assistance programs, services, and resources. Deliver presentations and workshops on housing-related topics to community groups, organizations, and stakeholders.
9. Stay updated on housing laws, regulations, and industry best practices. Attend training sessions, workshops, and conferences to enhance knowledge and skills in housing counseling. Participates in departmental orientation, on the job training and quality assurance programs/initiatives.
10. Participates in a variety of department and housing educational programs to maintain current skill and competency levels; identifies and discusses performance or training needs with Supervisor.
Performs other duties as requested.

Minimum Requirements:

- Bachelor's degree in social work, counseling, or a related field, preferred.
- Certification as a Housing Counselor (e.g., HUD Housing Counselor Certification), preferred.
- Experience in housing counseling, social services, or related field, preferred.
- Current and valid driver's license, required.

Tribal Preference:

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Employee Manual relating to Tribal and Veterans Preference. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enroll members of the San Carlos Apache Tribe with Veterans' Preference.
Enrolled Members must show proof of honorable discharge by submitting a DD-214.
2. Enroll members of the San Carlos Apache Tribe.
3. Indian Spouse or Indian Parent of an enrolled member of a federally recognized Indian Tribe.
4. Enrolled members of a federally recognized Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference Policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.