

URBAN LEAGUE TWIN CITIES
Job Description

JOB TITLE: Housing and Financial Capabilities Counselor

Reports To: Housing and Wealth Development Manger
Prepared by: Nicholas Jaeger

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SUMMARY:

Housing counselor is responsible for the effective Coaching, Counseling and documenting client progress in the ULTC's **Housing and Financial Capabilities program**, which is designed to help individuals and families reach housing stability and become upwardly mobile through financial coaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- ❖ Coach and counsel clients in the ULTCMN Housing Stability, Home Buyer Pre-Purchase and Financial Capabilities programs to help client complete and obtain success in their success plan and in obtaining wealth goals.
- ❖ Must be able to complete work assignments and data entry in a timely manner. Both in Paper files and in the online client management systems, Ensure contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- ❖ Document all client information needed for program reports in accordance with ULTC standards.
- ❖ Provide quality data entered into the Counselor Max client management system as well as any hard files that are maintained.
- ❖ Serve as liaison to other community based agencies, governmental entities and institutions to further the goals of the Urban League via collaborations and partnerships.
- ❖ Perform other related duties as may be assigned

EDUCATION AND/OR EXPERIENCE:

Must have high school diploma. Post-secondary training desirable.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: Counselor Max (will train), Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and Publisher software.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Must have the ability to be empathetic to customers' needs. Ability to work with culturally diverse individuals and groups.
- Engages in two-way communication efforts that promote our work to the community and wider audiences.
- HUD Housing Counseling Certification preferred (will train)
- Credentialed to deliver Home Buyer Education workshops (will train)
- Credentialed to deliver one on one Home Buyer Coaching sessions (will train)
- Credentialed to deliver Financial Capabilities workshops and coaching sessions (will train)
- Excellent time management and organizational skills. Excellent attention to details.
- Strong communication skills-communicate effectively and tactfully in both oral and written form.
- Excellent customer service skills.

Salary Range: \$46,000.00 - \$48,000.00 annually

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.