



JOB OPPORTUNITY

Job Title: Housing Advisor

Reports to: Director of Family Support

Summary: The primary responsibility of Housing Advisor is to carry out the mission of Habitat for Humanity by performing HUD-approved housing counseling activities in accordance with the National Industry Standards for Housing Counselors as well as support the Family Services Team through additional duties and activities.

Core Responsibilities:

- Provide accurate, relevant, and helpful information to assist individuals in developing solutions in money management, credit related and housing issues.
- Produce written action plans that support the course of action that promotes the individual's best interests or their choice of action.
- Perform elements of on-going casework as needed to provide service and problem-solving assistance for client inquiries and account management.
- Conduct group education workshops in accordance with Habitat's Housing Counseling Work Plan.
- Prepare and maintain counseling files in accordance with HUD-approved guidelines
- Income-certify Habitat applicants according to HUD and Florida Housing Coalition guidelines and process DPA grant applications.
- Mentor and meet regularly with selected, future Habitat home buyers to ensure they successfully complete partnership requirements and remain eligible for the loan
- Work in partnership with Habitat home buyers', their loan originator, and the construction supervisor.

Competencies:

Necessary Personal/Professional Characteristics:

- Demonstrate ability to handle multiple tasks simultaneously and work in a fast-paced environment with a sense of urgency
- Strong organizational and teamwork skills
- Excellent interpersonal and communication skills
- Ability to learn quickly and follow processes and procedures
- Must understand the challenges facing low-income families
- Must have ability to maintain professional, unbiased, and equitable attitude
- Must be willing and available to adapt to a changing and growing business
- Must have understanding and appreciation of the mission of Habitat for Humanity

Education and Experience:

- High school diploma or equivalent
- Bi-lingual – English/Spanish preferred
- Housing counseling experience preferred
- Must be proficient with Microsoft Office Suite
- Valid Florida Driver's License
- Acceptable QLO Background check
- Must complete Habitat QLO training within 30 days of start of employment
- Must complete HUD income certification training within 30 days of start of employment
- Must satisfactorily complete counseling-related trainings as assigned
- Must obtain HUD Housing Counseling Certification

Physical Requires Necessary to Perform This Job:

- Regularly spend hours sitting and using office equipment and computers
- Regularly spend hours standing
- Regularly work on repetitive tasks
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Frequently bend to file and maintain files
- Regularly lift 5-20 pounds

Work Environment and Conditions:

- Majority of day working in an office setting
- Occasional outdoor activities that include walking through Habitat communities

Other Duties:

Please note this position description is designed to cover an overview of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.

Posted April 9, 2021

Please apply to Human Resources by April 19, 2021.

Habitat for Humanity of Lee & Hendy Counties is an equal opportunity employer