

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Housing Counselor

**WHO MAY APPLY:** All qualified individuals

**WORKSITE:** 3124 1<sup>st</sup> Ave N

**RATE:** \$17.93 - \$22.08 per hour/DOE

**HOURS:** Full or part-time, flexible schedule

**DUTIES:** See Job Description

**OPENING DATE:** Immediately

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form or  
Letter of Interest to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103  
[www.hrdc7.org/employment](http://www.hrdc7.org/employment)**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Housing Counselor	<b>Department/Program:</b> Housing
<b>Reports To (Title):</b> Program Director	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> 08/05/2021

### **JOB SUMMARY**

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Housing Counselor is delegated the responsibility for coordinating and conducting HUD compliant Housing Counseling and Education. This includes pre-purchase, post-purchase and foreclosure prevention counseling services along with HUD certified Homebuyer Education classes and Rental Education classes.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Provide HUD compliant pre-purchase, post-purchase and foreclosure prevention counseling to clients in person and with alternative formats that are mutually acceptable.
- Schedule, coordinate, and facilitate HUD certified First Time Homebuyer Education classes and Rent Strong tenant classes.
- Develop and maintain relevant curriculum and training materials for each category of education.

- Develop and maintain relationships with community and business partners. Recruit and manage volunteers, who are experts in their fields to act as guest presenters, consult on curriculum.
- Collect and input client information correctly and timely using appropriate data tracking system. Maintain complete, secure information files. Generate accurate reports as required, including monthly, quarterly and annual activities.
- Utilize client pre and post surveys to evaluate effectiveness of education programs and implement any necessary improvements.
- Create an action plan that identifies strategies and tasks that will aid the client to achieve their housing goal.
- Represent The Home Center and HRDC7, in a consistent professional manner at workshops, classes, community presentations and other events.
- Assist in the overall mission of the Home Center and HRDC7 programs, working in a team environment to effectively complete other duties as assigned.

#### **Additional Knowledge, Skills and Abilities:**

- Knowledge in fields of mortgage lending, real estate and financial capabilities is preferred.
- Ability to communicate effectively to a group, in a classroom or professional setting.
- Understand and adhere to the *National Industry Standards for Homeownership Education and Counseling* code of ethics.
- Ability to work flexible hours, including some evenings and weekends.
- Requires excellent time-management and ability to work independently in a team environment.
- Effectively **communicates** on all platforms.
- Demonstrates dependability and punctuality.
- Adheres to a consistent work schedule.
  - Demonstrates professionalism in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in Human Services or related field, or High School Diploma or GED and at least four (4) year's experience in a related human services field, or equivalent combination of education and experience to fully meet the required minimum job qualifications.

#### **Licenses and/or Certifications:**

- Possess the ability to become a HUD certified Housing Counselor within ninety days of employment.

- Must also possess the ability to become HUD certified in Homebuyer Education within six months of employment and maintain NCHEC certification.
- Must possess a valid Montana Driver’s License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers, and members of the community on the phone, in writing, in person and virtual conferencing; needs to move about inside the office to access file cabinets, office machinery, etc. Will also be required to drive to other locations, prepare classroom; moving table and chairs, and carrying materials from car to building.

**WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds, drive short distances, stand for an hour at a time, maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station, and periods of standing and speaking to groups in varied classroom venues.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date: