

Job Description

Job Title: Housing Counselor

Reports to: Director of Community Revitalization

FLSA Job Status: Exempt

Classification: Full-time

Date Prepared: 3/24/25

Job Summary. The Housing Counselor advances housing projects and initiatives.

Key duties of this position include housing counseling, outreach activities, conducting various housing planning studies and projects, grant applications, project development activities, and coordinating with co-workers and external partner agencies. Subject-matter under this position includes, but is not limited to: land use, housing affordability, regional housing stock, subsidized housing, brownfield redevelopment, blight reduction, land banks and trustee properties, and housing development. This position provides subject matter support to Planning Management.

Illustrative Essential Job Functions. The duties listed below are intended to describe the general nature and level of work of this position. The list is not exhaustive or restrictive, and other duties may be assigned.

General

- Conduct housing counseling sessions and required follow-up.
- Create an implement an outreach plan to reach potential home counseling clients.
- Conduct research, analysis, to identify, develop, innovative and effective programs to improve the overall R1 housing planning process.
- Investigate potential project funding, planning funding and prepare reporting documents.
- Participate on cross-collaborative teams in conceptual planning on corridor, urban design, and redevelopment studies, and comprehensive planning.
- Actively collaborate with planning staff and partner organizations to coordinate housing processes, research, document drafting, and other as needed.
- Recommend strategies to incorporate housing, development principles, and methodologies within planning and implementation phases of initiatives.
- Review existing plans for consistency and recommend changes where appropriate.
- Identify correlations between sustainability, transportation, community impact, and economic variables and their impact on the overall developmental trends in local and regional planning areas.
- Maintain and prepare records and documentation necessary for certifying the planning process for conformance with applicable federal, state, and local guidelines and regulations.

- Contributes to writing and managing housing-related grants used to obtain federal and state funding opportunities.
- Communicate and coordinate with federal, state, and local agencies in developing housing planning documents and funding proposals.
- Assist with coordinating and facilitating public meetings and workshops.
- Performs other duties as assigned.

Supervision Received. Work is performed under the supervision of the Planning Management.

To perform the job successfully, an individual should demonstrate the following behaviors:

- Excellent customer service skills.
- Possess the technical knowledge, or ability to learn and understand HUD Housing Counseling concepts.
- Possess the technical knowledge, or ability to learn and understand, strategies which address housing development.
- Exercise initiative to problem-solve, develop plans, and follow-through projects to conclusion.
- Prioritize responsibilities and meet deadlines.
- Work collaboratively with others to ensure the success and achievement of team members in the fulfillment of R1 priorities.
- Adapt as the organization develops and evolves.
- Maintain reasonable and predictable attendance.
- Maintain a professional office setting through cleanliness, organization, and demeanor.
- Meet productivity standards.
- Complete work in timely manner.

Education, Training, & Expertise. HUD Housing Counseling certification or willingness to obtain within three months of hire date. Graduation from an accredited four-year college or university with a Bachelor's degree in urban planning, housing planning, public administration, policy, or a related field. Master's degree desirable but not required.

Licenses & Certifications.

- Passed HUD Housing Counseling Exam
- Annual completion of Open Meetings Act and Freedom of Information Act training
- Valid driver's license, or ability to obtain, with insured personal vehicle for business use

Job Specific Skills.

- Research and analyze data.

- Ability to prepare and present reports and presentations.
- Excellent interpersonal and written communication skills.
- Skill in the use and care of a personal computer, including knowledge of MS Office Suite and other software and technologies as adopted.

Working Conditions and Special Demands. Work is performed primarily in an office setting which may vary in location. Work activities require attending meetings or field inspections that involve travel throughout the area. Occasional field visits and data collection work is required.

Necessary Special Requirements.

- Drug screening and background check.

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