

POSITION DESCRIPTION

Position Title: Housing Counselor
Department: Independent Living

Date: January 2023

BASIC FUNCTION: Summarize position's purpose.

This position is responsible for providing people with disabilities one-on-one and group professional housing counseling services to obtain and/or sustain their housing to independently live in the community.

SPECIFIC DUTIES: Describe responsibilities and tasks.

- 1) To promote community integration and independent living philosophy for people with disabilities by working with disabled Chicagoans who are seeking suitable rental housing.
- 2) To provide rental housing counseling and advise disabled tenants in locating affordable housing and rental assistance; to understand property maintenance, financial management and other matters as appropriate so the Access Living consumers improve their housing conditions to be marketable tenants.
- 3) To advocate for Access Living's consumers who are negatively impacted by foreclosure or other housing crises.
- 4) To conduct monthly group counseling sessions for individuals seeking suitable rental housing, and to train consumers on the following topics:
 - a) Mediate between tenants and landlords to assist in resolving tenancy issues and/or concerns.
 - b) Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act, As Amended in 1988 protections and responsibilities,
 - c) How to resolve issues around foreclosed rental properties,
 - d) Reasonable accommodation rights, and Disability identity.
- 5) To assist individuals in obtaining a reasonable accommodation, if needed.
- 6) Continue to collaborate and advocate with Corporation for Supportive Housing, Housing and Urban Development, Chicago Housing Authority, Illinois Housing Development Authority and other housing resources to achieve potential units for people with disabilities seeking housing.
- 7) Maintain electronic client/project files, CMS systems, data entry and 1:1 meeting with consumers as outlined by HUD and other funding requirements.
- 8) Act as spokesperson for Access Living and develop partnerships with community partners and grantors.
- 9) To complete other duties as assigned.

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EDUCATION AND TRAINING: Minimum educational background required.

1. HUD Housing Counseling Certification preferred. Must complete certification within 60 days of hire.
2. Professional development and continuing education required annually to meet industry standards.

Education

BA/BS preferred.

EXPERIENCE: Length of time required to develop skills for acceptable performance

Minimum 2 years housing counseling experience preferred.

Preference given to applicants who have experience working with people with disabilities.

PHYSICAL DEMANDS: Nature and extend of standing, stooping, lifting and walking.

Ability to travel throughout Access Living's service area. Periods of sitting are required for office work.

EQUIPMENT OPERATED: Specific equipment, machines, devices and work aids.

Computers, TTY's, Fax machine, Braille machine

WORKING ENVIRONMENT: Identify work area and any of its unpleasant elements.

Office area is a shared workspace divided by cubicles. Verbal communication can be heard from other staff in adjoining cubicles.

PROFESSIONAL AFFILIATIONS: Associations to which incumbent may belong.

None.

NO. OF EMPLOYEES DIRECTLY SUPERVISED:

None.

SUPERVISED BY: Housing Supervisor

Salary: The Starting salary range is \$50,000 to \$55,000.

How to Apply: Email cover letter and resume' to both:

Jennifer Matthews, [Jmatthews@accessliving.org](mailto:jmatthews@accessliving.org)

Wanda Lopez, wlopez@accessliving.org

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