

## Housing Consumer Education Counselor

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills, Community Teamwork offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make Community Teamwork a highly regarded employer.

We are seeking a Housing Consumer Education Counselor to provide assistance to clients seeking HCEC services, including making referrals, assessing client needs and providing counseling and education to clients related to housing and utility assistance issues. Responsibilities also include working with challenging client situations; leading, co-leading and assisting in the expansion and development of HCEC workshops; outreach activities to clients and community; managing data entry and database tracking; statistical reporting; following guidelines and requirements of HCEC funding sources; attending meetings and trainings.

Qualified candidates will have:

- Associates Degree required, Bachelor's Degree preferred in Human Services related field
- Two years' experience working with low income households
- Good working knowledge of programs such as Microsoft Word, Access and Publisher as well as strong math skills
- Demonstrated ability to work as part of a client support team
- Knowledge and experience working with low income, culturally diverse, and at-risk individuals
- Excellent organizational, interpersonal, oral and written communication skills
- Ability to work both independently and cooperatively with co-workers and those outside the organization
- Multi-lingual skills (English/Spanish), (English/Khmer/Lao/Vietnamese) desired

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.