



POSITION ANNOUNCEMENT

HUD Housing Counselor

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Housing Counselor who will support the Managing Director in assisting with the day-to-day housing administration and operations of the Community Empowerment pillar's Housing Services Unit. To be successful in this role, the Housing Counselor should be knowledgeable with HUD Guidelines, foreclosure, homeownership, mediation, and credit counseling. The Housing Counselor Coordinator will serve as an integral member of the Community Empowerment team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities

- Conduct one on one counseling sessions in areas such as foreclosure, rental topics, homeownership education, mediation and credit counseling.
- Coordinate and conduct homebuyer and financial literacy workshops to our internal/external community members.
- Coordinate and conduct bi-weekly case conferences to discuss pending cases.
- Referrals to legal services and other partner agencies where appropriate.
- Conduct outreach through client interaction, and social media.
- Establish partnership and relationships with local landlords and tenants.
- Create, and maintain all participants files following HUD guidelines.
- Recordkeeping of all program reporting data to appropriate funders and management.

Educational, Required Skills and Experience Requirements:

- HUD Housing Counselor Certified or must be able to obtain HUD Housing Counselor Certification within 90 days of hire.
- Associate Degree in Human Services, Business or related field *or* at least two (2) years of experience in banking, lending or related area along with two (2) years of experience working with people in need of assistance *or* an equivalent combination of training and experience.
- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
- Be able to work within a team structure, negotiate, and manage conflicts.

- Comprehensive understanding of federal and state housing regulations, including HUD guidelines and Fair Housing Act.
- Excellent communication and interpersonal skills, with the ability to establish rapport and build trust with diverse populations.
- Detail oriented with ability to organize complex material in clear and concise manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to structure and convey information for a large group in an engaging and approachable way.
- Excellent written, verbal and interpersonal skills.
- Computer Skills and knowledgeable in use of Microsoft 365.
- Must be able to travel for Staff Development and Conferences.

Physical Requirements:

- Ability to walk, stand, and climb stairs or ladders if necessary.

**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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full Time
- **FLSA status:** Exempt
- **SOC code:** 21-1019
- **Reports to:** Managing Director
- **Schedule:** Monday – Friday; 9:00am to 5:00pm.; Ability to work evenings, weekends and when necessary to attend community meetings and events.
- **Compensation:** Annual salary of \$50,000
- **Fringe Benefits:** Health, employee assistance program, teladoc services at no cost to employee, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “HUD Housing Counselor” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.