



## **Certified HUD Housing Counselor**

Druid Heights is seeking a Certified HUD Housing Counselor with experience in providing housing services including, Home Buyers Education, Financial Literacy and Foreclosure Avoidance. Experience with grant management and reporting; accreditation standards; and working with a multicultural population preferred.

### **SPECIFIC RESPONSIBILITIES:**

1. Deliver all housing counseling services, including pre-purchase, foreclosure, rental, post-purchase and financial counseling services to eligible clients according to the stipulations of Agency policies & procedures, funder regulations, and accepted “best practices.” One-on-one counseling in person and virtual.
2. Deliver all housing counseling education services to eligible clients according to the stipulations of Agency policies & procedures, funder regulations, and accepted “best practices” and coordinate, registration, scheduling, and provision of group education services. Prepare/deliver workshops (and relevant materials) to help clients avoid being victims of fraud, foreclosure, etc. in person and virtual.
3. Maintain accurate, thorough and up-to-date case records on all clients, in accordance with Agency/Program policies & procedures and funder regulations.
4. Consistently meet identified benchmarks as prescribed by immediate supervisor and funder (e.g., specified number of new clients each month, reports submitted on time).
5. Gather, maintain and report accurate, thorough and reliable data on clients and services delivered, as prescribed by immediate supervisor, HUD and funders.
6. Must be HUD Certified and maintain certification as a Housing Counselor attending all necessary and approved trainings identified to assist in the provision of assigned professional services.
7. Utilize consistent, approved curricula for all education-based services (e.g., seminars, trainings) and conduct all necessary steps to evaluate the effectiveness of these services.



Outreach to potential presenters for our workshops to have ample lists of professionals ready to deliver a class.

8. Review/return calls from clients to set appointments or refer them to the correct department/organization. Respond to clients' and partners' e-mails.

9. Work with volunteers in the coordination of services.

Job Type: Full-Time

**Please submit a cover letter and resume to:**

Johndre Jennings, Executive Director

2140 McCulloh Street, Baltimore, MD 21217

410-523-1350

[jjennings@druidheights.com](mailto:jjennings@druidheights.com)