

**Urban League of Greater Pittsburgh, Inc.**

**332 Fifth Avenue, 4th Floor – Pittsburgh, PA 15222-2222**

**Job Description**

**Department:** Administration

**Job Title:** HUD Certified Housing Counselor/Financial Empowerment Consultant

**Salary:** Commensurate with education and experience

**Reports To:**  Vice President of Programs & Services

**FLSA Status:**  Contractor – No benefits

*Note: The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, national or ethnic origin, religion, gender, sex, color, or handicap. This position is funded under various federal, state, local contracts. The funding is contingent upon annual appropriations. Resumes should be sent to the Executive Assistant to the President & CEO, Urban League of Greater Pittsburgh by the closing date.*

**Basic Functions:**

Under the supervision of the Vice President of Programs & Services and or their designee, the contractor is responsible for providing housing counseling services to move individuals and families along the continuum to economic stability and improved self-sustainability. This includes understanding credit, reducing debt, and creating asset building practices leading to homeownership. The guidelines for these services are governed by regulations promulgated by the funding sources and other internal directives.

**Basic Responsibilities:**

1. Commitment to total quality and continuous improvement in the delivery of HUD approved housing counseling and financial empowerment services.
2. Provide comprehensive housing counseling services in 1-on-1 sessions and group education counseling sessions.
3. Provides administration and oversight of homeownership counseling.
4. Review and explain credit reports to the client along with associated legal rights.
5. Develop an Action Plan in conjunction with client to meet client goals and objectives.
6. Supervise the Agency Financial Empowerment efforts across all Urban League of Greater Pittsburgh programs, including staff training.
7. Perform computer assisted functions using Counselor Max or any other designated data collection system.
8. Manage caseload using sound case management guidelines.
9. Perform outreach and community workshops.
10. Perform any duties as may be assigned by the Vice President of Programs & Services or their designee.

**Education:**

Associate Degree, or equivalent social service work experience. Must have a HUD Certified Housing ousing Counselor designation.

**Work Experience:**

Two years in social service counseling, real estate practices, property management, housing counseling, financial literacy, or case management. Excellent interpersonal, communication & presentation skills.

**Knowledge and Skills:**

1. Knowledge of counseling procedures and principles
2. Knowledge of statistical reporting and record keeping
3. Knowledge of personal budgeting principles and priority setting
4. Knowledge of credit reporting, FICO scoring, and Fair Credit Reporting Act
5. Ability to record all counseling activity on the personal computerized record-keeping system
6. Proficient in Microsoft 365, including Excel and spreadsheet manipulations

**Note: Applicant must have:**

* **Act 33/34 and FBI clearances required**
* **Proof of HUD Housing Counselor Certification**
* **Proof of full COVID-19 vaccination status**

Interested candidates should forward or email cover letter and resume to:

Urban League of Greater Pittsburgh

c/o Mia VanAmburg, Executive Assistant to the President & CEO

332 Fifth Avenue, 4th Floor

Pittsburgh, PA 15222

mvanamburg@ulpgh.org