



HUD CERTIFIED HOUSING COUNSELOR – ENTRY LEVEL WITH PAID CERTIFICATION TRAINING

Starting Annual Compensation: From \$40,000

FLSA Status: Nonexempt (Hourly)

Work Location: Hybrid remote in Pittsburgh, PA 15222

Retention bonus upon HUD Certified Counselor completion:

- \$500 bonus upon signing of retention contract
- Eligible for compensation increase
- \$1000 bonus at certification one-year anniversary
- \$1500 bonus at certification two-year anniversary
- \$1500 bonus at certification three-year anniversary

THE OPPORTUNITY

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks a HUD Certified Housing Counselor.

We are looking for a dynamic, experienced human services professional with strong organizational and relationship-building skills to complement our highly effective leadership team and staff. The ideal candidate will have Housing experience with Nan McKay certifications or a HUD Housing Counseling Certification and works best when collaborating with others and will be energized by growth and change.

Under the supervision of the Vice President of Programs and 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.

BENEFITS

- Thirteen (13) paid holidays
- Retirement plan
- Paid time off
- Medical, dental and vision insurance
- Life insurance
- Employee assistance plan (EAP)
- Hybrid schedule after probationary period

ESSENTIAL FUNCTIONS

- Commitment to total quality and continuous improvement in the delivery of HUD approved housing counseling and financial empowerment services
- Provides comprehensive housing counseling services in 1-on-1 sessions and group education counseling sessions (including outreach and community workshops)
- Supervise the Agency Financial Empowerment efforts across all Urban League of Greater Pittsburgh programs, including staff training
- Perform computer-assisted functions using Counselor Max or any other designated data collection system
- Manage caseload using sound case management guidelines
- Perform any duties as may be assigned by the Vice President of Programs and Services or their designee

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Knowledge of Fair Credit Reporting Act, Credit Reporting and FICO Scoring

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent and social services work experience
- HUD Housing Counselor Certification preferred
- Nan McKay Certifications preferred
- Must provide proof of full COVID 19 vaccination status or applicable medical or religious exemption
- Act 33/34 and FBI clearances required
- Case management: 1 year required

HOW TO APPLY:

The ULGP will consider qualified applicants without regard to race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Please send your resume and cover letter with the name of the position and where you heard about this opportunity to jobs@ulpgh.org. No phone calls, please.

The ULGP encourages all applicants to include a cover letter with a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.

OUR WEBSITE: <https://ulpgh.org>