

Date Posted: February 1, 2012

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Housing Counselor – Closing Date February 14, 2012

Employer/ Agency: GCCSA – Gulf Coast Community Services Association

Job Description:

The Housing Specialist is responsible for assisting individuals with comprehensive housing services, individual counseling with mortgage assistance, budgeting, and first-time homebuyers. Identify client's needs to connect them with self-sufficient programs assisting them in becoming economically independent.

Primary Functions

- Demonstrate excellence in customer services in the execution of services.
- To provide comprehensive housing counseling services in accordance with applicable governing agencies and The Department of Housing and urban Development (HUD).
- Communicate with HUD, mortgage companies, landlords and public and private community organizations on behalf of mortgagors and tenants, as it relates to their problems and situations.
- Provide case management and follow ups with client's potential to be transitioned out of poverty.
- Maintain a strong track record of delivery.
- Must be able to effectively manage a high case load.
- Maintain departmental records and prepare routine weekly, monthly reports and special assignments in a timely and accurate manner.
- Maintain client files in a confidential manner.
- Make presentations to community groups and organizations.
- Perform other related duties as assigned by supervisor.
- Performing job responsibilities in adherence to department and agency polices.

Qualifications:

Candidates must have an Associate Degree or Bachelors Degree in education, public administration or a related area, or certification in comprehensive housing counseling, a realtor's license or a related issuance of certified excellence. Candidates must have 30 hours of Real Estate Principles and Practices including three hours of Texas Fair Housing Laws; within 90 days of employment. At least two years experience in housing counseling. Bilingual (English / Spanish) preferred.

Hours: M-F; some evenings & weekends

Salary: \$21,700.00 - \$31,700.00 (DOE)

Address: 9320 Kirby Dr.

City, State, Zip: Houston, TX 77054

Telephone: 713-393-4700

E-mail Address: recruiter@gccsa.org

Application Method Preferred:

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit www.gccsa.org to apply online.

If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity. Thank you