

<b>Job Title</b>	Housing Recovery Counselor
<b>Employer/ Agency</b>	Avenue
<b>Job Description</b>	<p>The Housing Recovery Counselor provides comprehensive individual counseling services to existing homeowners and renters affected by Hurricane Harvey. The Counselor's main responsibility is to assess the obstacles faced by the client in trying to rebuild after devastation.</p> <p>This will include completing a financial analysis, determining unmet housing needs, strategizing on the best use of available resources and creating an individualized action plan. The Counselor's ultimate role is to utilize tools related to disaster recovery in order to facilitate progress towards becoming whole again. The Housing Recovery Counselor reports to the Counseling Program Manager</p> <p><b>Job Duties</b></p> <ul style="list-style-type: none"> <li>• Conduct comprehensive individual counseling sessions.</li> <li>• Utilize organizational tools and systems to assess client's current housing status and where their greatest need lies.</li> <li>• Ability to assess a client's housing/financial needs and provide relevant resources, guidance and tools to assist in that client.</li> <li>• Develop sufficient rapport with clients to have meaningful conversations about their finances and housing needs.</li> <li>• Adhere to all guidelines related to the confidentiality</li> <li>• Accurate/timely data entry into client management system.</li> <li>• Maintain contact with clients in follow-up until termination/an outcome is reached and follow quality-control checklists.</li> <li>• Assist the team with special projects as assigned and other tasks deemed necessary to achieve overall goals and operate a successful program.</li> <li>• Participate in rotation of teaching recovery workshops</li> </ul>
<b>Qualifications</b>	<p><i>Priority given to individuals with written/spoken fluency in Spanish</i></p> <ul style="list-style-type: none"> <li>• Willingness to learn, to be solution-oriented when faced with a problem and seek/provide feedback in order to improve service quality and customer service</li> <li>• Professionalism in interacting with staff, peers, management</li> <li>• Ability to manage multiple ongoing tasks and occasional projects</li> <li>• Precision and attention to detail, well organized</li> <li>• Excellent oral and written communication skills</li> <li>• Bachelor's degree in a relevant field</li> <li>• Two to four years of professional experience</li> <li>• Ability to sense when people are overwhelmed and to break obstacles down to manageable steps</li> <li>• Ability to work independently and as a productive team member</li> <li>• Ability to sit or stand on occasion for long periods of time</li> <li>• Willingness to work evenings and weekends with travel throughout the area as required</li> <li>• Ability to lift 20 to 30 lbs</li> </ul>
<b>Salary/Hours</b>	\$19-20/hour
<b>Employer/Agency</b>	Avenue

<b>Address</b>	2804 Fulton Street
<b>City, State, Zip</b>	Houston, TX 77009
<b>Contact Person</b>	Cindy Tessler
<b>Contact Title</b>	Hiring Manager
<b>Email Address</b>	<a href="mailto:employment@avenuecdc.org">employment@avenuecdc.org</a>
<b>Application Method</b>	Email <a href="mailto:employment@avenuecdc.org">employment@avenuecdc.org</a> include coverletter, resume, 3 professional references and salary range requirements.
<b>Opening Date</b>	11/20/2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.