



Employment Opportunities/ Job Openings

Certified HUD Housing Counselor

Catholic Charities Atlanta 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 multicultural population preferred. Bachelor's degree required.

SPECIFIC RESPONSIBILITIES:

1. Deliver all housing counseling, 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, PQI process and funder. Internal housing meetings (with fellow counselors) to plan and develop actions to tackle the day to day operations.
6. Maintain Certification as a Housing Counselor and attend 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. Work in collaboration with Housing Counseling Agencies in the Community. Outreach to other agencies to create a network of services to better serve our clients. Participate in local/state meetings (counties, nonprofits, municipalities etc.) to create a presence and inform of the services that CCA provides. Follow up with Funder surveys. Review new opportunities for locations to provide more workshops.

9. Maintain a weekly record in TLO. Review/return calls from clients to set appointments or refer them to the correct department/organization. Respond to clients' and partners' e-mails.

10. Work with volunteers in the coordination of services.

Interested candidates should submit a **resume and cover letter** that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org