



Job Posting

Housing Counselor

Worksite Location: 500 E. 2nd St., The Dalles, OR 97058

Work Schedule: Full time at 36 hours per week – non-exempt

Pay: Starts at \$29.95 per hour, plus 3% additional pay for bilingual employees

Reports to: Housing Resource Center Manager

Application Deadline: Open until filled

Why work at Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation?

Because you have a desire and shared mission to promote adequate and affordable housing, economic opportunities and a suitable living environment, free from discrimination to those who have barriers due to income or disability. We work as a team toward our mission with passion and empathy for those who have been marginalized and underserved. If you like to work in a fast-paced and collaborative environment, then this is the place for you!

General statement of work:

The Housing Counselor provides housing counseling and education services through our HUD-approved Housing Resource Center. The position assists prospective homebuyers and current homeowners with pre-purchase, post-purchase, foreclosure-prevention, and home-repair counseling; performs property inspections and construction monitoring as a part of home repair programs; teaches homebuyer and financial literacy classes; determines program eligibility; and conducts outreach.

The Housing Counselor works collaboratively with clients, lenders, real estate professionals, contractors, community partners, public agencies, and organizational staff to help clients achieve or maintain successful homeownership.

Essential Duties and Responsibilities:

- Provide individual pre-purchase and post-purchase housing counseling in accordance with HUD and grant requirements and organizational procedures.
- Conduct client intake, assess housing and financial needs, develop action plans, determine program eligibility, and assist with applications and required documentation.
- Counsel clients regarding budgeting, credit, affordability, mortgage financing, down-payment assistance, foreclosure prevention, home repair, and available community resources.
- Maintain client follow-up, track progress and deadlines, and document services, referrals, outcomes, and program compliance.
- Plan, coordinate, and teach homebuyer education and financial literacy classes.
- Represent the Housing Resource Center at outreach events, community meetings, resource fairs, and partner activities.
- Conduct program-related property inspections and document observable conditions, repair needs, health and safety concerns, and measurements.
- Prepare or review scopes of work, cost estimates, contractor bids, invoices, and change orders.
- Monitor repair and construction projects through site visits and progress inspections; coordinate with homeowners, contractors, inspectors, and funding agencies.
- Verify satisfactory completion of approved work before recommending payment or project closeout.
- Enter client and service data into required databases and maintain complete, orderly, and confidential files.
- Assist with grant tracking, reports, file reviews, audits, marketing materials, and program documents.
- Demonstrate organizational values of People-Centered Service, Equity and Fairness, Transparency and Integrity, and Teamwork and Collaboration.
- Perform other related duties as assigned.

**Additional Skills and Competencies:**

- Knowledge of housing counseling, homeownership, financial literacy, and community-based resources.
- General knowledge of residential construction, repair needs, scopes of work, and contractor documentation.
- Ability to communicate complex housing, financial, and construction information clearly and respectfully.
- Ability to build rapport, maintain professional boundaries, protect confidentiality, and work effectively with diverse populations.
- Strong organizational, time-management, customer-service, problem-solving, and recordkeeping skills.
- Ability to work independently and collaboratively and manage multiple clients, projects, and deadlines.
- Proficiency in Microsoft Office and database management systems.

Education and Experience:

- High school graduate or equivalent.
- Minimum two years of relevant experience in housing counseling, lending, real estate, real estate finance, financial education, social services, business, accounting, construction, contracting, property rehabilitation, grant-funded programs, or a related field.
- Equivalent combination of education, experience, and training.
- Experience conducting property inspections or monitoring residential repair or construction projects preferred.
- Ability to speak Spanish preferred but not required.
- Valid driver's license and reliable transportation required.
- Must obtain HUD Housing Counselor certification within six months of hire and maintain certification throughout employment.
- Must obtain at least one additional approved housing or financial counseling certification within 18 months of hire.

Benefits:

- Generous paid time off (Vacation, Sick, Administrative Leave, 11 paid Holidays)
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage 100% paid by employer
- \$350 per month contribution into a 457 deferred compensation plan with ROTH option or flex spending account (health or dependent care)
- Additional half percent of pay added annually for each year completed in addition to any other increases
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

Interested?

To apply, submit a cover letter and resume to info@mid-columbiahousingauthority.org with the subject line of "[Your Name] - Housing Counselor."

Disclaimer

The above statements describe the general nature and level of work performed by people assigned to this classification and are not an exhaustive list of all responsibilities, duties, and skills. Personnel may be required to perform duties outside their normal responsibilities as needed.

We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, or any other characteristic protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.