

## Job Posting

**Position Title:** Housing Counselor-1

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

### **Agency:**

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing.

### **JOB SUMMARY:**

CAP will provide supportive services for ESSHI-eligible homeless persons with serious mental illness, victims/survivors of domestic violence, or young adults between 18-25 residing in the supportive apartments. Services are individualized to the specific needs of each population served. The goal is to build a safe, healthy, and strong community in partnership with Housing Visions to enable those requiring supportive services and affordable homes to have a high quality of life.

The Housing Counselor will be the primary contact person for the site, will work closely with the housing vision staff and resident apartments.

**This position will be 37.5 hours a week. Hours can be flexible between 8:00am-9:00pm.**

**There will be some weekends required.**

### **JOB DUTIES:**

- The housing counselor will be the contact person for the site and will be working with Housing Vision staff.
- Complete Intake and assessments which will include an in-person meeting, collecting necessary documentation for eligibility, and a complete program explanation.
- Once eligibility is confirmed, a housing counselor will gather information, including medical history (if appropriate), income and resources, current social services being received, and assessing a family or individual strengths and past success.
- Provide intensive case management to all eligible residents.
- Meet with residents weekly, bi-weekly or monthly based on their assessment needs and goals.
- Assist residents in accessing transportation to appointments.
- Make appropriate referrals to community services.
- Housing counselors will respond to "off hours" issues and assess the urgency of the situation. If needed the County's Mobile Crisis Team for mental health will be notified.
- Housing counselors will participate in trainings to work towards a Housing Counselor Certification.

### **QUALIFICATION AND SKILLS:**

- A Bachelor's Degree or Associates Degree in Human Services or related field with 2-3 years' of human service experience preferred; or
- In lieu of a college degree, at least five years of experience working in human services or related field.
- Supervisory experience preferred.

- Must possess strong oral and written communication skills, the ability to work independently and as a team member, ability to keep information confidential, and the ability to establish healthy client/worker boundaries.
- Proficient in use of computer and Microsoft applications such as Word, excel and data entry.
- Must be able to identify and nurture strengths and have the ability to establish trusting relationships with culturally diverse populations.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AAE.