



**ADIRONDACK
ROOTS**
BETTER HOUSING.
STRONGER COMMUNITIES.

Housing Counselor – Homebuyer Counseling

Full-time, 35-hour week, hybrid or in-person, non-exempt

About Adirondack Roots:

Adirondack Roots is dedicated to building vital and sustainable communities by helping individuals and families put down roots and stay in the North Country. We provide essential services that improve housing access and affordability in the eastern Adirondacks at a time when housing insecurity is rising throughout the region.

Purpose of Position: Adirondack Roots' Housing Counselor empowers community members to achieve stable housing through financial education and readiness. The counselor assists clients with building credit, increasing savings, debt reduction, and preparing to be a successful first-time home owner. This staff member works closely with Adirondack Roots' Community Development Director and Housing Rehab Coordinator.

Reports to: Community Development Director

Housing Counselor General Responsibilities Include:

- Manage a caseload of counseling clients, delivering one-on-one counseling for aspiring homebuyers and those who have recently purchased a home.
- Develop individualized goals and action plans for each client.
- Manage housing counseling database, utilizing software to create case profiles for all clients; perform timely data entry of all case notes and profile updates.
- Create, maintain, and update client files, complying with all regulatory and reporting requirements to ensure files are audit ready.
- Prepare and submit reports in compliance with all grant requirements.
- Conduct outreach, develop and implement marketing plan to reach the maximum number of community members.
- Follow and enforce the National Industry Standards for Homeownership Education and Counseling National Industry Code of Ethics and Conduct for Homeownership Professionals
- Support organization's marketing and social media efforts.
- Other duties as assigned.

Housing Counselor Required Education and Skills:

- Graduate of an accredited four-year college or university or graduate of an accredited two-year college with related work experience.
- Possess certification or pass the Housing and Urban Development (HUD) Housing Counseling Certified exam within the first four months of employment.
- Ability to conduct financial analysis with clients.
- Ability to work independently and as a team member.
- Possess solid verbal, written, and interpersonal, communication skills.
- Proven ability to work with clients of all ages and income levels.
- Ability to connect effectively with a variety of stakeholders to build relationships with partners.
- Facility with Microsoft Office software, web-based databases.
- Possess superb organizational skills, including the ability to prioritize multiple tasks and meet deadlines.
- Be able to maintain confidentiality.
- Must be able to pass required background check.

Compensation & Benefits:

Hourly rate for this position starts at \$20 per hour, 35 hours per week; increases to \$22 per hour upon passing the required HUD certification exam

Our comprehensive benefits package includes 100% employer-paid health insurance for full-time employees beginning the first day of employment. We provide 100% employer-paid dental and vision insurance for employees and their families. Each full-time employee receives employer-paid life insurance and a retirement benefit comprised of a contribution to a SEP-IRA account with no match required. Employees receive 4 weeks of combined vacation and sick time as Paid Time Off each calendar year as well as 12 fixed and 1 floating holidays. The Adirondack Roots office is closed between Christmas Day and New Year's Day. As a NeighborWorks chartered member, Adirondack Roots offers access to high-quality professional development opportunities.

Adirondack Roots is an equal opportunity employer.

Interested candidates should email a resume, cover letter explaining their interest in the position and list of three references to: info@adirondackroots.org with "Housing Counselor Position" in subject line.