

## **Consumer Credit Counseling Services Job Description**

**Job Title:** Housing Counselor I  
**Department:** Program Services  
**Reports To:** PS Coordinator  
**FLSA Status:** Non-exempt  
**Prepared By:** Margarita Jakobson  
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**Summary:** Provides accurate, relevant and helpful information to assist clients and potential clients in developing solutions in money management, credit related and housing issues via telephone or in-person consultation by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assesses clients' financial situation based on the information furnished by the client. Assists clients in developing a budget and setting financial goals. Produces written action plan that supports the course of action that promotes the clients' best interests or the clients' choice of action. Motivates the client to implement the established plan.

Performs elements of on-going casework as needed to provide service and problem-solving assistance for client inquiries and account management.

Provides information to clients including, but not limited to bankruptcy, collection action, court judgment, credit education, credit reports, housing issues, consumer protection laws, student loans, wage attachments, etc.

Explains credit report ratings and protections laws to clients and provides answers to clients' questions.

Conducts telephone interviews to determine whether or not client has developed a general understanding of the information pertaining to homeownership and/or being a landlord. Completes the required assessment, generates and distributes appropriate paperwork, and inputs data as required.

Conducts telephone inquiries as to the status of the clients for the Early Delinquency Intervention. Informs clients of the agency services, makes referrals and performs other duties associated with the program. Offers by telephone Early Delinquency Intervention to clients.

Prepares materials for housing workshops.

Audits the Housing files to insure compliance with the current regulations. Insures that CCCS policies are followed in the housing files.

Participates in special projects as assigned by management.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Exhibits sound and accurate judgment; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**

Must successfully pass NFCC Counselor Certification exams 1 through 3 within 3 months from date of hire. Must successfully pass NFCC Counselor Certification exams 4 through 7 within 6 months from date of hire. Must successfully pass Counselor Issues exam within 3 months from date of hire. CRR and CDIA Certifications within 12 months from date of hire.

**Other Skills and Abilities**

Bilingual abilities if applicable.

**Other Qualifications**

Ability to work flexible hours as necessary. Attend CCCS housing workshops before going to the next level.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear, communicate confidently over the telephone and in person.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.