



POSITION ANNOUNCEMENT

Housing Counselor Coordinator

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Housing Counselor Coordinator that supports the Managing Director in assisting with the day-to-day administration and operations of the Community Empowerment Division. To be successful in this role, the Housing Counselor Coordinator should be committed, organized, and passionate about the Newark community. The Housing Counselor Coordinator will serve as an integral member of the Community Empowerment Division and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Oversees the day-by-day operations of the Housing Services Unit.
- Works closely and supervises the Housing Counselor team whose role is to assist with receiving and processing referrals, facilitating workshops and provide one-on-one housing counseling.
- Represents the organization at meetings, conferences and summits related to housing counseling, foreclosure, evictions, etc
- Responsible for creating a standards operating procedures which includes program guidelines, outreach procedures, eligibility requirements, and the processes for providing program services and follow-up with participants.
- Provides one-on-one housing counseling, information and referrals for participants facing housing challenges.
- In charge of coordinating and facilitating workshops in the areas of Foreclosure Prevention, First Time Homebuyer classes and Financial Literacy counseling.
- Works jointly with other departments to link clients to other La Casa de Don Pedro available resources.
- Responsible for ensuring participant files adhere to organizational and funders guidelines.
- Coordinates and conducts bi-weekly case conferences with the Housing Counselor Team to discuss program outcomes, updates, etc.
- Establishes partnerships and relationships with community landlords, realtors and other professionals to develop referral sources.
- In charge of producing and submitting program reports as required to appropriate funders and leadership team.

Educational, Required Skills and Experience Requirements:

- HUD Housing Counselor Certified or the ability to obtain HUD Housing Counselor Certification within 90 days of hire.
- Associate's degree in Human Services, Business or related field or two (2) years' experience in banking, lending or related area and two (2) years of experience working with people in need of assistance.
- Comprehensive understanding of federal and state housing regulations, including HUD guidelines and Fair Housing Act.
- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
- Be able to work within a team structure and be able to negotiate and manage conflicts.
- Excellent written and verbal communication and interpersonal skills, with the ability to establish rapport and build trust with diverse populations.
- Detail oriented with ability to organize complex material in a clear and concise manner.
- Ability to structure and convey information for a large group in a manner that is engaging and approachable.
- Must be able to travel for professional development trainings and conferences.
- Computer Skills including use of Microsoft 365.
- Bilingual preferred (English/Spanish).

Physical Requirements:

- Ability to walk, stand, and climb stairs or ladders if necessary.

**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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 21-1000
- **Reports to:** Managing Director
- **Schedule:** Monday – Friday from 9:00am to 5:00pm; Ability to work evenings, weekends and when necessary attend community meetings and events.
- **Compensation:** Salary range for this position is \$50,000-\$55,000 and is commensurate with experience.
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Housing Counselor Coordinator”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.