



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

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### HOUSING COUNSELOR

**Division:** Health, Housing and Nutrition  
**Department:** Health, Housing and Nutrition  
**Supervisor:** Associate Director for Housing  
**FLSA Status:** Non-Exempt/ Non Union

#### Qualifications:

1. Bachelor degree in human service or banking field; or Associate degree with at least two years of experience in foreclosure or housing counseling, mortgage lending, or similar field required.
2. HUD Housing Counselor Certification preferred; certification must be obtained within six months of employment. Background in mortgage lending and default intervention strongly preferred.
3. Experience with case management and group education preferred.
4. Bilingual in Spanish is a plus.
5. Valid Michigan driver's license required.

#### Job Mission:

Provide housing counseling services to assist households in making informed decisions about and creating plans for personal housing, homeownership, and/or financial goals; in preventing or resolving mortgage delinquency, default, or other housing crises; and in fulfilling responsibilities of tenancy.

#### Performance Standards:

1. Provide one-on-one counseling in the areas of foreclosure intervention, pre- or post-home purchase, or rental matters.
2. Provide group education in areas such as home buying, financial literacy, or rental topics.
3. Assure compliance with federal grant stipulations and assure services meet industry standards of quality and content.
4. Complete ongoing training and continuing education requirements in core competency areas of financial management, housing affordability, homeownership, fair housing, foreclosure prevention, and tenancy.
5. Perform triage, intake, record keeping, and data entry functions.
6. Support training and skill development of housing counselor trainees.
7. Carry out all other duties as directed by supervisor.

#### Hours & Wage

\$18.500 per hour

40 hours per week, 52 weeks per year

#### Location

Pontiac

**Job Title:** Housing Counselor

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	No	
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	No	
Kneel	No	
Pushing	No	

	Pounds	Comments
<b>Weight Carried</b>	<b>Up to 10 lbs</b>	none- just files or office supplies

	Pounds	Comments
<b>Weight Lifted</b>	<b>Up to 10 lbs</b>	occasional supplies for HBE classes

**Date:** Apr 14, 2023