



## **Job Announcement: Housing Counselor – Two Positions**

3214 Fulton Street  
Brooklyn, NY 11208

T 718 647 8100  
F 718 647 2104

[cypresshills.org](http://cypresshills.org)

The Cypress Hills Local Development Corporation (CHLDC), a dynamic not-for-profit community development organization and settlement house, seeks Housing Counselors to assist low and moderate income homeowners in legalizing their basements into apartments, accessing other services and resources and stabilizing their housing and financial situations.

### **The Housing Counselor's responsibilities will include:**

- Providing counseling and support to low and moderate income homeowners interested in, learning about, applying for and participating in a Pilot program to retrofit basement into legal, safe and affordable housing units.
- Communicate goals of initiative, eligibility requirements, obligations of and timeframes for participation, pros and cons of program, and roles of all partners.
- Prescreen homeowners for the Pilot.
- Conduct workshops on all aspects of the program and on related topics such as home repair, removal of liens and violations, understanding credit reports, preventing scams, accessing/applying for entitlements, energy efficiency, estate planning, landlord/tenants issues, etc.
- Engage, counsel and assess homeowners regarding their finances and housing situation and their readiness and capability to participate in the Pilot.
- Perform standardized income calculations, credit report review, action plan development, and other key counseling activities for customers.
- Assist homeowners in understanding credit reports, putting together budgets, calculating their debt to income ratios and assessing their ability to take on any additional debt.
- Help homeowners set goals for improving finances and housing situation.
- Work with project team and project partners to trouble shoot any issues during construction.
- Establish and maintain relationships with complimentary legal, housing, workforce and social service providers and make effective referrals to benefit homeowners.
- Maintain client database and case notes.
- Prepare monthly reports and narratives to funder and ensure targets are met
- Outreach and market the East New York Basement Conversion Pilot to homeowners living in Community Board 5, Brooklyn

- Be familiar with and/or able to access subsidized home improvement programs, tax rent abatements and other benefits available for low income homeowners.
- Provide support/advice to local senior homeowners on estate planning or program/benefits relevant to them
- Interact with lenders/servicers and advocate for homeowners needing consents and subordinations
- Demonstrate commitment to leadership development, community building, and community organizing as strategies for social change.
- Report to the Program Director and
- Perform other duties as assigned

**Position Requirements:**

- BA degree in Human Services or related degree or equivalent educational background and work experience;
- 3-5 years of housing counseling experience;
- Certified by HUD as a Housing Counselor or ability to secure certification in first 6 months of employment
- Excellent communication, writing and analytical abilities;
- Bilingual (Spanish-English or Bengali - English) preferred;
- Knowledge of the lending products and various homeownership assistance programs
- Ability to work evenings and weekends
- Deep commitment to affordable housing, holistic community development and sustainability;
- Dynamic self-starter who is passionate about homeownership preservation.

**Salary:**

**\$40,000-\$50,000 a year dependent upon experience + excellent benefits**

**To Apply:**

Email resume and cover letter along with salary history to Stephanie Becker, Director of Community Development at [cdbasejobs@cyprsshills.org](mailto:cdbasejobs@cyprsshills.org)

**CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.**

**We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.**

**EOE Minorities/Women/Disabled/Veterans**