



P.O Box 814, White Plains, New York 10602 • 914-332-8801 • info@shelteringthehomeless.org

JOB DESCRIPTION

RENTAL HOUSING COUNSELOR (Part-time)

Background

Established in 1995, Sheltering the Homeless Is Our Responsibility/Interfaith Council for Affordable Residence (SHORE/ICARE) dedicates itself to addressing the critical needs of homeless and near homeless families in Westchester County by providing and maintaining permanent homes in a healthy and safe environment. SHORE/ICARE currently owns or manages 23 homes located in Mamaroneck, White Plains, Ardsley, Yonkers, and Sleepy Hollow and has two single family homes in development in Greenburgh. SHORE/ICARE plans to expand their inventory. SHORE/ICARE has recently been designated a Neighborhood Preservation Company by New York State and is expanding its services to include rental housing counseling.

Job Description

Reporting to the Executive Director, the Rental Housing Counselor is responsible for SHORE/ICARE's Rental and Fair Housing Counseling Program. This is a part-time (20 hours) position to be head - quartered in White Plains.

Rental counseling includes preparing people to enter and remain in the rental market with a focus on budgeting, establishing credit, saving for a security deposit, and assessing debt. It also includes providing education on the rights and responsibilities of tenants and building owners and managers. Rental counseling also enables people with accessing resources to help cover rental and related costs.

Skills

- Knowledge of landlord tenant rights and fair housing laws
- Excellent case management skills, especially with low-to-moderate income population
- Ability to work with clients on an individual basis and in groups
- Ability to meet performance goals
- Ability to manage a diverse pool of clients at different stages of the rental process
- Excellent verbal and written communication and networking skills
- Computer skills including but not limited to Microsoft Office products

Job Requirements

- Bachelor's degree in Business, Finance, Human Services or other related field of study
- Minimum of two years of experience in housing counseling and/or human services
- Required to obtain HUD certification as a housing counselor
- Experience with non-profit organization desired
- Able to travel throughout Westchester County. Weekend and/or evening work required; details to be mutually agreed upon.

Benefits

- Annual Compensation -- \$27,500 (20 hrs/week)
- Paid Vacation (1 week)
- Paid Holidays

3/10/22

Resumes & cover letter to be sent to info@shelteringthehomeless.org with subject heading as SHORE/ICARE Rental Housing Counselor no later than April 22, 2022.

SHORE/ICARE maintains a policy of equal treatment to all employees and applicants for employment without regard to race, creed, color, national origin/nationality, ethnicity, ancestry, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, citizenship status, or any other characteristic protected by federal, state, or local law.