

**Neighborhood Housing Services of Brooklyn CDC, Inc.**  
**JOB DESCRIPTION**

**JOB TITLE:** Housing Counselor – Full Time / Exempt

**REPORTS TO:** Director of Operations

**Overview:** The Housing Counselor coordinates one-on-one tenant & financial counseling sessions to evaluate the client's situation and prescribes the pertinent plan of action. Assist the Marketing Manager to develop and implement marketing and outreach strategies to identify victims of or potential victims of displacement and predatory housing practices and make them aware of the available services at NHS Brooklyn and throughout New York City.

**1. Provides customers with counseling services:**

- Assists residents with a holistic approach to case management focusing on eviction prevention, housing court advocacy and resolving land/tenant issues such as succession rights, obtaining repairs and public benefits (emergency grants, SNAP, Medicare Savings Program, SCRIE, DRIE, etc.)
- Facilitates seminars/workshops. Identifies clients who would utilize NHS' services; develops curricula and prepares educational materials for presentations. Prepares regular program-related reports for the supervisor or director. Is a source of information for customers about budgeting needs.

**2. Coordinates individual counseling sessions, lectures, classes, seminars, workshops, and club meetings pertaining to NHS Programs.**

- Assists the Directors, and others as required by NHS management, to develop curricula, prepare materials and identify instructors for education classes, seminars and clubs.
- Provide comprehensive case management services to all clients including: intake assessment, benefit assessment, goal setting, long-term case plan development, individual money management, tenant education, advocacy and referrals.

**3. Marketing and Outreach Strategies**

- Communicates with social service agencies, public officials, community and business groups, and lending institutions regularly to develop good public relations with customers and the general public.
- Willing to travel within Brooklyn to conduct outreach activities, counseling and workshops throughout Brooklyn. Must be able to work some evenings and weekends.

**4. Is a network for information about affordable housing, buying, maintaining and keeping a home:**

- Stays current on the issues that are important including leasing, credit, homeowner's and renter's insurance and affordable housing.
- Stays current on the issues of tenants in New York City

**Qualifications:** Degree and/or experience in housing, case management, housing counseling, strong administrative, interpersonal, marketing, sales, and presentation skills required; proficient in the use of computer software. Bilingual is a plus.

Closing Date: November 30, 2021

Starting Salary: Commensurate with experience.

Send Resume and Cover Letter to:

Eleannet Holguin, Office Administrator

NHS Brooklyn CDC, Inc.

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Brooklyn NY 11226

Email: [EHolguin@nhsbrooklyn.org](mailto:EHolguin@nhsbrooklyn.org)