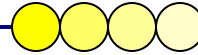




Lake County Housing Authority  
33928 North U.S. Highway 45  
Grayslake, IL 60030



Lake County Housing Authority has an immediate opening for a:

### **Housing Counselor**

Under the direction of the Director of Community Affairs, the Housing Counselor is responsible for the day-to-day operation of the Housing Counseling Program which includes the intake process, identifying client needs, designing a counseling plan to meet those needs and providing a broad range of counseling services to, tenants and homeowners. Will confer with the Director of Community Affairs and the Executive Director/Chief Executive Officer or Deputy Director on program policy decisions and other matters and will provide timely updates on overall program status. At all times maintain a respectful and helpful attitude toward all program applicants, participants, other staff and the general public.

#### **ESSENTIAL DUTIES:**

1. Conduct client intake and screening interviews and sets up separate files for each client.
2. Identify client needs and design counseling plans to meet those needs.
3. Provide a broad range of comprehensive services to tenants and homeowners which include: (a) advising tenants, homeowners and potential homeowners concerning property maintenance, financial management, default counseling, pre-purchase counseling, rent delinquency and all related matters to help clients in improving their housing conditions and in meeting their housing responsibilities; (b) consult with the mortgagees on behalf of the client; (c) consult with lending institutions, realtors and landlords; (d) consult and meet with HUD on behalf of any client requesting an Assignment of the mortgage; (e) consult with the Authority's various resources on behalf of the client.
4. Perform periodic performance reviews of the program.
5. Periodically consults with the Director of Community Affairs and/or the Executive Director/Chief Executive Officer or Deputy Director, regarding program operations and provides timely updates on overall program status.
6. Prepare all reports, grant application submittal preparation and invoices for HUD.
7. In cooperation with Intake and Housing Choice Voucher/Section 8, engage in mobility counseling both one-on-one and make presentations on mobility during voucher briefings.
8. In cooperation with Housing Choice Voucher/Section 8 engage in landlord outreach especially outside areas of poverty and minority concentration.
9. Attend training sessions, seminars, workshops and conferences as required.
10. Ability to establish and meet goals of any HUD grant requirements.

#### **Desirable Qualifications:**

Graduation from a standard high school or vocational school supplemented by courses in business administration, personnel administration and/or bookkeeping, credit services. Two years of experience in human services, case management, housing finance, mortgage lending, loan processing, or any combination of training and experience which provides the required knowledge, skills and abilities. Certified or must become certified as a Comprehensive Housing Counselor within one (1) year of employment. Must have valid driver's license and properly insured vehicle or access to reliable transportation and be bondable.

Absolutely no telephone calls. Please submit letter of interest and resume. Position is open until filled.

Please send resumes to:  
Lake County Housing Authority - Human Resources  
33928 North US Highway 45  
Grayslake, IL 60030  
[recruitment@lakecountyha.org](mailto:recruitment@lakecountyha.org)  
FAX: 847-223-7910  
No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

