

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

**The Community Reinvestment Division is seeking an energetic and experienced individual to join our dynamic team as a Housing Counselor. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external customers. The final candidate will need to have the right complement of skills, personality, and professionalism. UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and service in our communities.**

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All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Senior Housing Counselor</b>
<b>OFFICE/DIVISION:</b>	<b>Community Reinvestment Division</b>
<b>BULLETIN No:</b>	<b>3112021</b>
<b>SALARY RANGE:</b>	<b>\$55,000 to \$60,000 (Commensurate with experience)</b>
<b>OPENING DATE:</b>	<b>11/2/2021</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

**MAJOR DUTIES:**

Coordinate all aspects of UPO’s housing counseling programs and develop new initiatives to address housing needs of UPO’s clients. Serve as Lead Housing Counselor and coordinator for housing services unit.

**BRIEF DESCRIPTION:**

Manage day-to-day activities of the Housing Counseling Unit. Maintain a comprehensive knowledge of developments in DC housing programs, laws, and legislation, with a special emphasis on foreclosure intervention and home purchase. Supervise and develop the capacity of housing counselors to provide mortgage default, home purchase and home preservation services to low- and moderate-income DC residents. Draft and submit regular reports on housing program outcomes, including statistics on customers served, customer demographics, prevented evictions and foreclosures internally and externally to funders as requested by the Division Director. Oversee the development of workshops and presentations for the unit as part of educating the public about their rights, options and responsibilities as renters and homeowners. Oversee the development, growth, and implementation of strategies for low to moderate-income residents to own a house, through workshops and counseling. Provide foreclosure prevention and home preservation counseling.

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**MINIMUM QUALIFICATIONS:**

Comprehensive certified housing counselor with at least 2 years of housing and foreclosure intervention counseling experience. Active in local and national housing counseling networks. **Must receive certification under the Foreclosure Industry Standards for Homeownership Counseling – Foreclosure Intervention Specialty within (6) months of accepting the position.** Excellent MS Office skills and ability to work independently. Ability to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work weekends and evenings occasionally.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

**DESIRED QUALIFICATIONS:**

Bachelor's degree in business or social services or 3-5 years as a comprehensive certified housing counselor active in local, regional, or national housing associations, legislative policy and programs. Certified in foreclosure intervention, specialty in the National Homeownership Standards. Have a track record of successful foreclosure intervention and experience with a range of loss mitigation strategies. Previous supervisory experience.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

**This position IS Not covered under the collective bargaining agreement.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

**Submit your resume to  
[upojobs@upo.org](mailto:upojobs@upo.org)**