

# CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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<b>Title: Housing Coordinator</b>	<b>Grade: 7</b>	
<b>Reports To: Employment &amp; Financial Empowerment Department Manager</b>	<b>FLSA Status: Exempt</b>	
<b>Supervises:</b>	<b>Date Written:</b>	<b>Date Revised:</b>
<b>Housing Counselors, Housing Counselor Assistants, Housing Program Assistants, Title V participant (if any)</b>	<b>December, 2012</b>	<b>3/9/2019</b>

## POSITION SUMMARY

The Housing Coordinator reports to the Employment & Financial Empowerment Department Manager and coordinates housing and financial literacy programs and related services. (S)he supervises staff, provides counseling, maintains case notes and client records, outreaches to and educates community groups, conducts workshops/seminars on housing or financial topics. (S)he also takes essential trainings to run programs, plan and maintain program budget, and work on program proposals.

## DUTIES AND RESPONSIBILITIES

- Develop, implement and/or supervise programs and services related to housing and financial literacy.
- Hire, supervise, train and coordinate work of Housing Counselors, Housing Counselor Assistants, Housing Program Assistants and Title V participant (if any).
- Plan and maintain assigned budget, including related program costs.
- Work with manager on program proposals.
- Take essentials trainings to run programs, and some of the trainings may be out of state.
- Counsel clients on housing and financial related issues; help clients assess and prepare for homeownership, remain successful homeowners and/or avoid foreclosure.
- Conduct classes or workshops on housing and financial related topics such as home ownership, landlord's and tenant's rights and responsibilities, home maintenance, property tax, and more; prepare all workshop materials.
- Coordinate guest speakers for workshops to discuss topics of interest throughout the year, and provides translation and interpretation when necessary.
- Generate statistical reports and maintain records as required.
- Maintain accurate and complete client notes and client records as well as client management/tracking system.

- Establish contacts with community partners, in particular financial and other resources, to identify workshop/seminar topics and develop seminar schedule for the coming year.
  - Promote programs through local newspapers or news media, and outreach to local financial institutions and others involved in homeownership, tenant's rights, fair housing, and financial education.
  - Maintain content and design of bilingual publications regarding housing and financial programs, including brochures, reports, forms and other educational materials.
  - Represent Department Manager in office or events when Manager is not available.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **MINIMUM REQUIREMENTS**

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#### **Education/Experience:**

- Pass HUD Certification exam within one year of hiring if not already done so.
- Bachelor's degree from an accredited college or university with major in related field preferred.
- Some training or experience in housing/financial counseling preferred.
- Must have experience in doing workshops or presentations.
- Must be willing to travel to attend training or conferences that may be out-of-state.

#### **Skills/Knowledge:**

- Verbal and written communications skills in English and Chinese (Cantonese and Mandarin).
- Skill in human relations and counseling.
- Organizational and supervisory skills.
- Computer skills as required by department.

**Physical Demands:**

- Ability to bend and lift a minimum of 15 pounds.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Required to frequently sit, stand and walk for extended periods.

**Environment and Scheduling:**

- Occasionally, irregular schedule depends on the needs of the agency behind regular work hours from 9 am to 5 pm Monday through Friday.

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