At Movin' Out, a housing counselor manages a wealth of information and provides information, assistance, a housing plan, and access to resources covering a wide range of housing options for people with disabilities including home ownership, home owner rehab, accessibility modification, and rental housing.

Available: February, 2014

Hours of Work: 35 to 40 hours a week (negotiable)

Duties: Plan, coordinate, and deliver comprehensive and individualized pre-purchase, post-purchase, and rental housing counseling services from initial assessment to plan development to occupancy. Partner with home buyers, home owners, and renters. Coordinate with lenders, public agencies, affordable housing partners, realtors, inspectors, supportive services, case managers, fiscal intermediaries, landlords, and leasing agents to achieve sustainable housing outcomes. Maintain household information, records, and referral and resource information in a data base and in detailed files and records. Provide documentation and reports to funders, lenders, and regulatory agencies. Organize information on a broad range of housing ideas and options.

Qualifications: Successful candidates will be detail-oriented, able to multi-task, possess excellent interpersonal skills and be able to work on a team, but also able to confidently exercise discretion and independent judgment to assist households that include a household member with a disability.

Successful candidates will have knowledge and experience in more than one of the following areas: mortgage lending, home rehab, affordable housing, real estate transactions, human service case management, property management, fair housing, tenant resource counseling, home inspection, direct experience with people with disabilities. We will look for two years relevant experience, good background check results, and references. Preferred: a Bachelor’s degree and/or exceptional experience.

Desirable talents include bilingual ability and confidence in public speaking.

Requirements: Automobile available and valid driver’s license. Some travel to Milwaukee and other Wisconsin locations will be required. Anticipate flexibility in work hours due to occasional evening meetings and appointments.


To Apply: By January 24, 2014 send a cover letter saying why you are a good candidate for this position, a resume, and references. Send the letter, resume, and references to: info@movin-out.org. Movin’ Out is an equal opportunity employer.