* **Paterson Community Action Taskforce, is based in Paterson, New**

**Jersey. PTF is expanding our HUD Approved Housing Counseling Program and are want to hire a HUD Housing Counselor, who has a minimum of one year experience providing housing counseling and has passed the HUD Housing Counselor exam.**

**This position is a part time position, approximately 20-30 hours a month. Services can be provided both in person and virtually to households from the greater Paterson community.**

**This is a great opportunity for a retiree that still has a passion to make a difference or a currently employed counselor that would like to supplement their income.**

**Job description:**

Our HUD Housing Counselor will be responsible for coordinating our HUD Housing Counseling Program. They will conduct one-on-one counseling in the areas of financial literacy (*budget management, credit counseling*), and housing counseling (*includes homeless prevention, rental, and default/foreclosure assistance*).

Counselors will provide expert advice customized to the client’s individual needs in order to address housing barriers and achieve housing goals. This process includes client intake, financial and affordability analysis, and an action plan and follow-up. The position also includes administrative responsibilities such as collecting and reviewing client documents, timely client data entry/tracking, and monthly reporting.

**Pay Rate: $30 HR**

**Benefits: NONE**

**Work Hours: 20 30 hours a month**

**Start Date: ASAP**

Send your resume to: lstokes@patersontaskforce.com