



## Keep It Home counselor

### Applicant Instructions

Interested candidates should send a position-specific résumé, cover letter, fully completed employment application, and three references to [employment@uchcdetroit.org](mailto:employment@uchcdetroit.org).

### Position Overview

UCHC is looking for a housing counselor to work with tenants with children who are at risk of eviction particularly due to non-payment of rent or for chronic late payments of rent. This is a pilot program, and the counselor will help shape the path of this program working with community partners United Way and U-M Poverty Solutions.

This Keep It Home (KIH) counselor will intervene at the point of eviction and continue to work with the families for up to one year after the emergency has been resolved to ensure that the problem does not reoccur. This counselor will work with lawyers, paralegals, rental assistance counselors, and other UCHC staff during the eviction/crisis stage.

### Qualifications

- A B.A. in a human services field or equivalent field or life experience
- Some knowledge of landlord-tenant issues and the eviction process and procedures
- Understanding of benefits and employment programs and resources available to low-income families in Detroit
- Ability to work cooperatively with a team of advocates committed to preventing evictions and homelessness
- Experience working with low-income families in crisis
- Communication skills: Ability to work effectively with both private- and public-sector managers and direct service staff
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to inquiries, etc.
- Ability to solve practical problems and deal with a variety of concrete personal variables that reflect client needs and capacity

## **Physical considerations**

- A valid driver's license and access to a vehicle will be useful for this position.

## **Specifics**

- This is a full-time position with benefits. Hourly rate commensurate with experience. Schedule: 8:30 a.m. – 4:30 p.m. or 9 a.m. – 5 p.m., Monday-Friday, though some additional time may be required, depending on court filings. Overtime is paid upon prior approval.
- A valid driver's license and access to a vehicle will be useful for this position.
- Expected start date: ASAP. Applications are now being accepted and reviewed.

## **Employee Benefits**

- 100% employer-paid medical, dental, vision, short-term disability, long-term disability, and group life
- Generous holiday program
- A focus on work/life balance
- Generous PTO program

## About UCHC

The United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization, which has provided a variety of housing-related services to Detroit's low-income residents since 1973.

UCHC has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor, and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, the organization is frequently asked to provide advice to other organizations in communities across Southeast Michigan.

All services are provided to income-eligible families and individuals free of charge.

### **United Community Housing Coalition**

2727 Second Ave, Suite 313, Detroit, MI 48201

313-963-3310 | [www.uchcdetroit.org](http://www.uchcdetroit.org)

*United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.*