

## HOUSING COUNSELOR

**PAY RATE:** \$17.58

**LOCATION(S):** Belmont, New York

**WORK YEAR:** 12 Month. Full-time

**WORK HOURS:** 35 hours a week, generally M-F from 8:00a-3:30p with some evening and weekend work required.

**JOB SUMMARY:** The successful candidate will provide housing counseling services to ensure people have access to decent, safe, and affordable housing. The position will promote the delivery of consistent, high-quality services by interviewing families, maintaining income eligibility, and completing required eligibility forms.

**QUALIFICATIONS:** Associates degree in community, human services, or equivalent or high school diploma and one-year relevant experience.

**EXPERIENCE:** Two years in related field with experience in human services and or housing counseling preferred.

- ACCORD**
- BENEFITS:**
- This is a full-time twelve-month position.
  - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
  - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
  - 13 paid holidays (11 holidays and 2 floating holidays)
  - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
  - Professional development advancement opportunities

**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813

**EMAIL:** [tlafleur@accordcorp.org](mailto:tlafleur@accordcorp.org)

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