
Housing Authority of the Cherokee Nation Human Resources Job Description



Job Title: Self Sufficiency Counselor

SUMMARY: Analyzes and interprets credit reports provides training on household budgeting, credit repair, using credit wisely, bank accounts, purchasing a home and foreclosure prevention. Provides regular feedback to Case Manager, maintains participant files, and performs general office duties

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Interacts with participants on a one-on-one basis and in a group setting. Analyzes and interprets credit reports. Provides training on household budgeting, credit repair, using credit wisely, bank accounts, purchasing a home, maintaining a home, foreclosure prevention, etc. Provides consistent, regular, feedback to Case Manager. Maintains participant files. Performs general office duties

SUPERVISORY RESPONSIBILITIES: None

ACCOUNTABILITIES: The level of responsibility/ accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with timelines and objectives set.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONAL REQUIREMENTS: Bachelor's degree from 4-year college or university in Education, Sociology, Psychology, or Business Administration; or six years related experience in mortgage lending, personal finance, adult education, and/or training experience; or equivalent combination of education and experience.

EXPERIENCE REQUIREMENTS: Three years' experience directly working with the public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions

PREPARED BY: HUMAN
RESOURCES

DEPARTMENT: HOUSING
MANAGEMENT, MORTGAGE
ASSISTANCE PROGRAM

REPORTS TO: AS ASSIGNED

Employees are held accountable
for all duties and responsibilities of
this job.

furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle This position has no supervisory responsibilities.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Database software; internet software; Spreadsheet software and Word Processing software. report that meets requirements for Cherokee Nation undermining rating

OTHER SKILLS AND ABILITIES: None.

OTHER OUALIFICATIONS: Embraces and implements the Job Language/Community Cherokee Nation Strategy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.