



## Notice of Open Position

### Family Development Housing Counselor

March 2024

Since 1965, Capstone Community Action has supported individuals and families in Central Vermont in achieving stability and rising out of poverty. Guided by Capstone's mission to create resilient households and communities and to advance justice in social, economic, and environmental policy, our programs and services focus on supporting individuals and families in making ends meet, building stronger families, creating warm and healthy homes, and opening doors to economic opportunity.

**Position:** A full-time **Housing Counselor** position is currently available in the Barre office. Housing Counselors work as integral members of the Family and Community Support Services (FCSS) team, assisting individuals and families who are unhoused or at risk of homelessness in finding and maintaining safe, stable housing through assessment and planning, housing searches, budgeting support, case management, and other supportive services. In addition to providing direct services to meet immediate, essential needs, Housing Counselors contribute to long-term solutions to homelessness and poverty by collaborating with other service providers to facilitate access to housing and related resources, increasing awareness of issues impacting people with low incomes and housing instability, and advocating for the housing and other basic needs of our community members.

**Qualifications:** Required qualifications for the Housing Counselor position include a combination of experience in providing direct services to vulnerable populations and education related to human services or social work, with preferred qualifications including a bachelor's degree in human services or social work and Ready to Rent or similar certification. Additional requirements include:

- Understanding of issues related to poverty and barriers faced by people with low incomes;
- Demonstrated respect and positive regard for people accessing services;
- Strong communication, de-escalation, and crisis intervention skills;
- Familiarity with and willingness to work cooperatively with community resources and partners, including other service providers, landlords, and criminal justice system agencies;
- Strong organizational skills and the ability to maintain documentation of services;
- Ability to maintain professional boundaries; and
- Ability to work collaboratively in a team environment.

**Compensation & Benefits:** This is a full-time (40 hours/week) position with a Monday-Friday schedule, offering competitive pay at \$21.13 to \$24.73/hour and generous paid time off, insurance, and retirement plan benefits.

**To Apply:** Please send your resume and cover letter (preferred, but not required unless otherwise stated) and/or a completed application ([here](#) or at [capstonevt.org/careers](http://capstonevt.org/careers)) by email to [jobs@capstonevt.org](mailto:jobs@capstonevt.org); applications may also be mailed via USPS mail to Capstone Community Action Human Resources, 20 Gable Place, Barre, VT 05641. *Please note that only applicants selected for an interview will be contacted.*

If you need assistance or accommodation in the application process, please contact us at [jobs@capstonevt.org](mailto:jobs@capstonevt.org) or at 802-479-1053.

*Capstone Community Action is an equal opportunity employer. We value diversity and are committed to equity and inclusion in our workplace. We encourage applications from all qualified individuals and consider applications for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, military status, age, disability, genetic information, citizenship status, or any other characteristic protected by federal, state, or local laws.*