

Job Posting

Access Living seeks a full-time employee to serve as a Housing Counselor. The Housing Counselor will be responsible for assisting Chicagoans with disabilities.

SPECIFIC DUTIES: Describe responsibilities and tasks

- 1) To promote community integration and independent living philosophy for people with disabilities by working with disabled Chicagoans who are seeking suitable rental housing,
- 2) To provide rental housing counseling and advise disabled tenants in locating affordable housing and rental assistance; to understand property maintenance, financial management and other matters as appropriate so the Access Living consumers improve their housing conditions to be marketable tenants,
- 3) To advocate for Access Living's clients who are negatively impacted by foreclosure or other housing crises,
- 4) To conduct monthly group counseling sessions for individuals seeking suitable rental housing, and to train consumers on the following topics:
 - a) Tenant-landlord, Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act, As Amended in 1988 protections and responsibilities,
 - b) How to resolve issues around foreclosed rental properties,
 - c) Reasonable accommodation rights, and
 - d) Disability identity.
- 5) To assist individuals in obtaining a reasonable accommodation, if needed.
- 6) Facilitate rental housing workshops monthly -
- 7) Continue to collaborate and advocate with Corporation for Supportive Housing, Housing and Urban Development, Chicago Housing Authority, Illinois Housing Development Authority and other housing resources to achieve potential units for people with disabilities seeking housing.
- 8) To provide weekly, monthly update and quarterly reports,
- 9) To coordinate and prepare grant reports where necessary,
- 10) To maintain client/project files, data entry and 1:1 meetings with consumers as outlined by HUD and other funding requirements
- 11) To act as spokesperson for AL, and
- 12) To complete other duties as assigned.

Qualified candidates should have a majority of the following qualifications:

- Background or training in counseling
- Experience (personal or professional) working with people with disabilities (as peers) and people who are homeless;
- Analytical, problem solving, networking, and knowledge of skill-building techniques;
- Strong oral communication skills so to connect with a wide range of individuals and organizations;
- An understanding of equal opportunity within a social justice framework;
- Knowledge of disability civil rights laws (Fair Housing Act as Amended 1988, and 504), and familiarity with the disability rights movement and/or independent living movement is preferred but not required.

People with disabilities, members of other oppressed communities, and those with personal experience with disability are highly encouraged to apply.

Access Living offers excellent benefits, vacation, sick leave, and holiday schedules.

Resumes accepted until position is filled.

If interested, please send a cover letter and resume to:

rmata@accessliving.org

No phone calls, please.