

**Community Action Agency of Delaware County, Inc.**  
**Position Description**

<b>Position Title:</b> Housing Stability Counselor	<b>Immediate Supervisor:</b> Program Manager	<b>Base Salary:</b> \$38,900 – 51,200
<i>Full-time, exempt position, eligible for benefits, immediately.</i>		

**Position Summary:**

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This position provides case management and housing counseling services to individuals with Opioid Use Disorder or Stimulant Use Disorder. The participating individuals/families have multiple barriers to housing and economic stability, requiring intensive support services to secure and maintain housing, achieve financial stability, and maintain sobriety.

**Primary Duties and Responsibilities:**

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1. Manage a caseload of 12-15 individuals with Opioid Use Disorder or Stimulant Use Disorder and their families requiring financial assistance and supportive services.
2. Provide initial intake and assessment to include documentation of financial and program eligibility.
3. Navigate clients through the housing process, including locating an affordable unit, understanding the terms of the lease, and knowing how to be a compliant tenant.
4. Support individuals in their recovery and provide necessary interventions and/or linkages to drug and alcohol services to prevent relapse and to promote long-term sobriety.
5. Assist individuals with their ongoing compliance with court mandates, probation/parole requirements, and/or mandated drug and alcohol services.
6. Ensure landlord/unit compliance with all Fair Housing Laws, Housing Quality Standards, Fair Market Rent, and Rent Reasonableness Standards.
7. Maintain monthly contact with landlords to assure tenant compliance w/ lease requirements.
8. Maintain a Housing Stability Plan with clients and update on a monthly basis.
9. Develop a network of resources, link clients to appropriate resources, and provide advocacy and support.
10. Instruct clients in basic life skills including home maintenance, comparative shopping, budgeting, laundry, health/hygiene, nutrition, parenting, self-esteem, communication, and other topics as needed/requested.
11. Monitor and support client progress through scheduled home and office visits, telephone contacts, and post-exit follow-up.
12. Document case management services through detailed and thorough case notes and updates to housing stability plans.
10. Complete reports as required by funding sources, monitoring agencies, and the CEO.
11. Participate in required staff meetings and monthly staff development meetings.
12. Other related duties as required.

### **Position Objectives:**

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1. Provide excellent supportive services to clients that will result in the achievement of long-term housing and financial stability and sobriety.
2. Develop and utilize a broad network of resources to best serve clients.
3. Display a professional role model for clients.
4. Maintain accurate and up to date files on all clients.

### **Qualifications:**

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This position requires a minimum of a Master's Degree in Social Work from an accredited college or university. A Social Work License is preferred. Requires an appropriate combination of education and experience that fulfills the knowledge and experience base required for this position, including training/education and work experience as it relates to Substance Use Disorders. Experience in working with clients with Substance Use Disorders from a trauma-focused and strength-based approach is preferred.

The person in this position must demonstrate outstanding organizational skills, and the ability to manage multiple priorities and concerns. This position requires an individual with outstanding clinical skills and the ability to work well with people from different cultural and socio-economic backgrounds. The individual must have excellent communication skills, both oral and written, combined with strong interpersonal skills.

In addition, this position requires a licensed and insured driver with his/her own vehicle.

### **Physical Demands:**

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The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties described herein, the employee is regularly required to talk, hear, stand, walk, maneuver stairs, sit, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision capabilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Location/Environment:**

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This position reports to:

1414 Meetinghouse Road  
Boothwyn, PA 19061

Because this position involves frequent travel to other worksites and client residences, within Delaware County, a valid PA Driver's License is required.

While performing the duties of this position, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is generally moderate.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.*

*I certify that I have read this position description and understand my duties and responsibilities as stated herein. I further understand that this job description does not in any way constitute a contract for continued employment. Community Action Agency of Delaware County, Inc. maintains an at-will policy of employment, which means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the employer or the employee.*

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Employee Signature

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Date

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Supervisor Signature

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Date

To apply for this position, send a resume with cover letter to:

Human Resources  
CAADC, Inc.  
1414 Meetinghouse Road  
Boothwyn, PA 19061

Fax #: 610-874-8452

E-mail: [rmitchell@caadc.org](mailto:rmitchell@caadc.org)

Updated 4/10/2019

Updated 9/03/2020, ek

Updated 12/28/2020, ek