

HCCI has an opening for a full-time *Tenant & Landlord Counselor/Educator*

Responsibilities involve providing one-on-one telephone (limited in-person) counseling and delivering group classroom education to tenants, their advocates, and landlords based on landlord/tenant laws, codes, and rules and practices involving rental housing. TRAINING PROVIDED.

You will enjoy the benefit of working in a supportive team. Counselors work to help people self-advocate. Grant-funded position. Requires the ability to learn and apply landlord/tenant laws and other rental housing information.

Must possess strength in professionalism, sound judgment, patience, and oral and written communication skills. Technical skills and the capability to work in a team environment, essential. Bilingual in English/Spanish is a plus.

Questions – Call 785-234-0217, ext. 310 – To find out about us - Visit our website @ www.housingandcredit.org



***Required – submit a cover letter, resume, and application to tbaker@housingandcredit.org**

The application is on our website @

<https://housingandcredit.org/wp-content/uploads/2021/03/Employment-Application-3-2021.pdf>

HCCI offers competitive salaries, work/life balance flexible schedules, agency-paid group term life insurance, long-term disability insurance, SIMPLE IRA plan, Paid Time Off, and 11 paid holidays.

****Please note – HCCI cannot offer a group a health insurance policy at this time.**

Job Type: Full-time, Monday – Friday, 8:00 a.m. – 5:00 p.m.

Pay: Entry Level Position - Starting \$17.00 per hour

Location: Main Office - 1195 SW Buchanan Street, Suite 101, Topeka, Kansas

HCCI serves people throughout Northeast and Central Kansas