



# Resource Counseling Specialist

Explore. Thrive. Belong.

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## WHAT YOU WILL DO

The purpose of this position is to connect clients to housing assistance and financial resources, ensuring HUD compliance and program effectiveness. This role provides direct support, oversees programs, fosters partnerships, and manages data and reporting to enhance financial stability and housing access across Jefferson County.

## SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Attains and maintains HUD certification through required coursework.
- Assists clients in accessing housing assistance, rental support, homeownership, and rehab programs.
- Serves as Jefferson County's point of contact for Financial Empowerment Center (FEC) financial counseling providers, program partners, and funders.
- Oversees FEC program implementation, including client management systems, data accuracy, and reporting.
- Engages in community outreach to promote housing, rental, and financial counseling services.
- Builds and maintains partnerships with local businesses, lenders, realtors, landlords, and housing authorities.
- Develops and implements program timelines, work plans, and initiatives aligned with FEC and HUD goals.
- Ensures compliance with HUD regulations and reporting requirements.
- Assists clients in connecting with local nonprofits for emergency housing, food, clothing, medical prescriptions, and transportation.
- Maintains confidential client records, ensuring compliance with HUD and organizational policies.
- Prepares reports on client outcomes and program impact.
- Provides financial education on budgeting, credit building, and debt management to support long-term financial stability.
- Identifies gaps in services and advocates for expanded housing and financial resources within the community.
- Monitors and analyzes program data to assess effectiveness and recommend improvements.
- Collaborates with county departments to align housing and financial support services with broader community initiatives.
- Develops marketing and outreach materials to promote available programs and increase community engagement.
- Stays updated on HUD regulations and industry best practices to ensure program compliance and effectiveness.

## Requirements:

- Associate's degree in human services, Social Work, Business Administration, Finance, or a related field
- OR a combination of relevant experience and certifications (such as HUD certification or financial counseling training)

## Preferred Requirements:

- Bachelor's degree in social work, Public Administration, Finance, Community Development, or a related field
- Two or more years of experience in housing assistance, financial counseling, or community outreach
- Experience with HUD programs, grant writing, and database management systems (e.g., Salesforce, client tracking software).
- Bilingual in Spanish.

## Other Requirements – Certificates/Licensures

- HUD certification required within 6 months of employment.



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## **Wage & Benefits**

The starting hourly wage range is \$23.76 - \$25.13/hour depending on qualifications.  
Full range extends to \$31.27 with successful annual reviews.

## **Benefit Highlights**

Paid Vacation  
Health insurance  
Health insurance Opt Out Plan  
Dental & Vision insurance  
Life insurance  
Wisconsin Retirement System  
Health Savings Account  
Deferred Compensation Program  
\*Group Life insurance \*

Jefferson County offers an excellent, comprehensive benefits package.

## **Employees at Jefferson County Value**

Competitive Pay  
Excellent Benefits  
Great Coworkers  
Flexibility  
Advancement & Opportunity  
Family Culture

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*