



## **EVICTION PREVENTION COUNSELOR-CM**

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need. For the past 25 years, ACDS has contracted with Anne Arundel County to oversee and manage the County's federal housing and community development funds. As a private nonprofit organization, ACDS successfully applies for a variety of federal, State, and local funds as well as provide a variety of direct assistance including homeownership counseling, foreclosure prevention counseling, property rehabilitation and affordable rental units to County residents.

### **Job Description**

ACDS is seeking a Case Manager whose responsibilities include working with households receiving tenant-based rental assistance to help participants maintain and secure housing within the private rental market. The Case Manager will orient eligible participants to the program, link them to supportive services, and provide ongoing case management, and or support in order to promote participant's self-sufficiency, integration into the community, and permanency in housing. Other duties may include providing housing stabilization case management and emergency financial assistance to qualified households who face eviction including qualifying applicants by assessing and verifying need, connecting with landlords to procure required documents, and providing financial literacy counseling to assist applicants remain stably housed. Program participants will include both families and individuals. This is an entry level position that offers the opportunity to learn, assume responsibility for and play a leadership role as a key member of a small staff. The position offers tremendous opportunity for professional growth in the housing and community development field.

**Location:** Annapolis, Maryland

**Scheduled Hours:** Full-time 40 hours *(employee must be available to work both in-office and remote)*

## **Qualifications**

The Case Manager position requires a Bachelor's Degree Social Work, Human Services, Liberal Arts or a closely related field with relevant work experience; training and experience which provides the necessary knowledge, skills and abilities. Successful candidates will have demonstrated knowledge of credit counseling, and eviction process and counseling, and real estate finance options. Applicants must have strong oral and written communication skills.

## **Compensation**

Salary range is in mid to upper 50's. ACDS offers an excellent benefits package including competitive Health Insurance Plans, Dental, Vision, 403(b) Retirement Plan, Long Term Disability Benefits, Life Insurance and Flexible Spending Accounts. Other compensation opportunities include Incentive and Recognition Programs; Referral bonuses.

## **How to Apply**

Please send cover letter to:

Human Resources  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
Or, email to [hrresumes@acdsinc.org](mailto:hrresumes@acdsinc.org)  
Or, Fax (410) 222-7619

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