



<b>Job Title:</b>	Housing Counselor	<b>PP-SRS-GRD:</b>	S-1173-07
<b>Location:</b>	RAF Lakenheath	<b>Vacancy Number</b>	VA23 48 CES RPA 336227
<b>Open Date:</b>	5 March 2024	<b>Close Date</b>	19 March 2024
<b>Work Hour Per Week</b>	37.5	<b>Salary (Per Hour)</b>	£12.61 - £17.23

**NOTE: Several vacancies may be available - multiple selections can be made from this announcement**

#### **Main Purpose**

We are currently seeking a highly skilled and motivated individual to join a premier team of Housing Counselors at the 48th Civil Engineering Squadron, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this position is to promote mission readiness by assisting Airmen and eligible members and civilians in all matters involving on and off base housing and ensure maximum usage of housing resources. The Housing Counselor will advise, recommend, and resolve difficult assignment and termination problems of a regulatory or procedural nature. This position will participate in regular or periodic surveys or audits to identify housing requirements or deficiencies. Furthermore, the Housing Counselor will participate in resolving a variety of housing problems by assembling facts through interviews, monitoring complaints, and other housing actions and issues. Position will also perform presentations, conduct meetings, and conduct special studies or reviews.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

#### **Knowledge and Experience Required**

*Applicants must demonstrate the following:*

1. Knowledge of the fundamental principles, techniques, and methodology of housing assistance to schedule and coordinate operation and efficient use of government quarters and facilities is desirable.
2. Knowledge of realty practices, management and financing practices of lease and sale of real property, and relocation assistance.
3. Skill in conducting technical studies and surveys.
4. Skill in basic computer data entry, retrieval, and storage of information to input into an automated system. A qualified typist is not required.
5. Ability to communicate effectively with a diverse group of individuals, both orally and in writing.
6. Ability to interpret and apply agency policies and directives.

### **Other Important Information**

- Hours of work: 0800-1600. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

### **Other significant facts pertaining to this position are:**

A valid UK Category B motor vehicle operator's license is required to drive an automobile to and from housing units, on and off base. Please provide a copy with your application.

Work may include some overtime.

Professional housing certification is desirable.

Position may be coded as mission essential.

General Schedule Qualification Standards

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

### **Benefits**

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

### **Who Can Apply**

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

### **How To Apply**

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;  
[https://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410).

All applications must submit the following documents via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil) and received prior to the closing date to be considered for the position.

### **Required Documents**

- LNDH Application
- Curriculum Vitale and/or Resume

### **Optional Documents**

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

### **Equal Opportunity Employer**

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

