



Job Description

Job Title: Housing Counseling
Reports To: Executive Director

PRIMARY FUNCTION

The Housing Counselor is responsible for conducting homebuyer education and financial education workshops, housing counseling (includes pre-purchase, rental, and default foreclosure) and credit counseling services, including administrative responsibilities. The Counselor also plays a lead role in the planning of new services and hiring of additional staff as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform homebuyer client intake, counseling, and follow-up on spending plan, credit, savings, and home purchase and financing process.
- Perform default client intake, counseling, and follow-up on spending plan, credit, savings, and loss mitigation/foreclosure process and options.
- Timely client tracking via counseling and timesheet software programs.
- Using HUD's Housing Counseling Rules and Regulations as a guide, respond to client inquiries as needed.
- Seek and participate in local area community outreach (i.e., presentations, fairs, etc.)
- In accordance with grant requirements, assist with quarterly & annual reporting to various funders.
- Develop referral sources by building relationships with lenders, realtors, human service organizations, local governments, professional peers and others.
- Assist with and/or initiate marketing activities that fulfill our advertising goals for program services.
- Assist with establishing and updating processes for the delivery of counseling services.
- Review and comply with the terms and requirements of contracts and agreements.
- Participate in routine supervision with Executive Director and review by funders/regulators.
- Attend staff meetings and training as required.
- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or experience/education equivalent.
- Current housing counselor certification OR demonstrated ability to receive applicable training to obtain such certification. HUD required certification prior to December 31, 2019.
- At least 2 years of experience OR training in housing counseling or related field.
- Must own or consistently have a vehicle available for use, with the flexibility to travel locally
- Strong computer skills, with working knowledge of the primary Microsoft Office programs.

Interested candidates should email resume or inquiries to mfederico@homecorp.org.

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