

JOB DESCRIPTION

Job Title: Housing Counselor
Position Type: 35 hours per week
Reports To: Housing Programs Manager

RESPONSIBILITIES

The Housing Counselor reports to the Housing Programs Manager. The Housing counselor's goal is to provide aspiring homebuyers with the skills, knowledge and information to buy and maintain a home, and to help homeowners facing mortgage delinquency and foreclosure restructure their mortgage debt. Must have excellent math, verbal, and written communication skills. Must be analytical, self-motivated, confidently exercise independent judgment, and have a strong desire to make a difference in low to moderate income communities.

- Assisting with the service delivery functions of the agency
- Housing counseling services (includes pre-purchase, rental, credit counseling, and default foreclosure)
- Case management
- Conducting homebuyer education and financial education workshops
- IHDA Hardest Hit program and other mortgage recovery assistance programs
- Outreach and Customer Intake activities
- Assist with developing new sources of funding and reporting
- Emergency rent/mortgage assistance
- File Development and Maintenance/Accounts Payable
- CSBG Assistance such as prescription assistance, employment support, family & community development counseling
- Information/outreach/referral

QUALIFICATIONS

- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Experience with State and Federal Grants
- Proven organizational skills
- HUD Certification for Housing Counseling required in 12 months
- HECM Certification a plus
- Mortgage Loan processing experience preferred
- Motivated self-starter with excellent oral and written communication skills
- Previous community action, people in poverty, the homeless, or related experience
- Strong people skills and the ability to exercise good judgment in complex situations
- Valid Illinois Driver's License
- Multi-lingual a plus

The Will County Center for Community Concerns is an Equal Opportunity Employer
Resume Deadline: November 15, 2017