

# **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