



<b>POSITION:</b> Housing Counselor	<b>REPORTS TO:</b> Program Manager
<b>CLASSIFICATION:</b> Full Time –Non Exempt	<b>DEPARTMENT:</b> Homebuyer/Homeowner Solutions

**PRIMARY RESPONSIBILITIES:**

The Housing Counselor is responsible for providing housing counseling and education to prospective first-time homebuyer and homeowners in distress. The Housing Counselor will focus on helping client build financial capacity in credit counseling, financial capacity building, pre-purchase, delinquency and foreclosure prevention counseling.

**ESSENTIAL JOB REQUIREMENTS:**

Duties and responsibilities include, but are not limited to the following areas:

- Responsible for day-to-day client scheduling, delivery of homeownership counseling and education in; credit counseling, financial capacity building, pre-purchase, delinquency and foreclosure prevention counseling.
- Conducts financial analysis and affordability assessment based on information provided by the client.
- Creates action plan that supports and builds client’s financial capacity.
- Performs on-going case management to provide service and problem-solving assistance.
- Conducts group education workshops at least once a month in accordance with U.S. HUD standards.
- Performs outreach activities on behalf of Centro Campesino Farmworker Center, Inc. (CCFC).
- Maintains detailed, up-to-date, and accurate client files (hard and electronic) utilizing required data management software.
- Prepare reports for supervisor as required.
- Special projects as assigned.
- Other duties as assigned.

**JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- Working experience with any aspect of the homeownership process: mortgage lending, Realtor service, closing of mortgage loan, and loan modification
- Case management
- Computer proficiency and the ability to learn new software and computer systems
- Public speaking and communication skills (written and verbal)
- Ability to manage multiple tasks in a high volume work environment
- Ability to work with people of diverse backgrounds
- Bilingual: English and Spanish– proficiency is required
- Experience and/or certification as a housing counselor or financial educator is a plus
- Minimum Associate Degree from accredited college, BA preferred

**COMPESATION:**

This is a full-time (40 hours per week), non-exempt position. Starting salary is contingent on experience and education. Benefits include: company paid health-insurance, long-term disability insurance, life-insurance, annual leave and sick leave, low-cost employee-paid dental & vision plan, employer contribution to a 403-B retirement plan is offered after one year of employment.

Please send cover letter and resume to Alicia Moreno at amoreno@ccfcfl.org. Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.