

Housing/Foreclosure Counselor Position Opening

St. Martin Center, Inc. seeks a Housing/Foreclosure Counselor. This position will provide comprehensive counseling services and market homeownership programs that embody St. Martin Center's mission by providing practical homeownership opportunities and increasing financial independence in the community. The Housing Counselor will work with clients to facilitate the process toward the attainment of established client goals. The Housing Counselor, under the supervision of the Self Sufficiency Department Director will provide housing and financial counseling and targeted outreach.

RESPONSIBILITIES:

Provide Individual Counseling Sessions

- Provide Foreclosure intervention counseling
- Maintain client files with required intake and counseling documents
- Negotiate with lenders/advocate for clients
- Track client progression/document in data management system
- Link clients with appropriate resources and social services
- Ensure customer confidentiality and protection through proper procedures and according to HUD guidelines
- Retain physical files according to HUD guidelines

Assist with Education Classes

- Assist with class preparation
- Facilitate classes as needed

Complete/Maintain Training Certifications

- Attend NeighborWorks Training Institute and/or PHFA trainings as needed (out of town)
- Receive HUD Housing Counselor Certification
- Maintain certifications with continue education as required
- *HUD Housing Counseling Certification to be obtained within 18 months of hire.*

Marketing and Outreach

- Provide general information about housing opportunities
- Conduct community outreach to meet program goals as needed

Assist with the Overall Operations of the Department

- Assist in establishing positive relationship with clients, partners and other housing counseling agencies
- Complete program reporting as requested
- Participate in meetings and presentations

Required Skills:

- Public speaking
- Customer Service
- Data input accuracy
- Interpersonal skills
- Dependability
- Technical skills in Microsoft Office
- Ability to read and interpret a credit report

Education and Experience:

- HUD Housing Counseling Certification (preferred)
- 2 -3 years of experience in housing counseling (preferred)
- Banking and/or real estate background (preferred)
- Bachelor's Degree preferred
- Bilingual candidate a plus

Job Type: Full-Time, full benefit package

Requirements to perform essential functions: (Codes used: "F" for frequently; "O" for occasionally)

Physical

- (F) Sit
- (F) Stand
- (F) Walk
- (F) Climb Stairs
 - (O) Bend
 - (O) Squat
 - (O) Kneel
 - (F) Handle objects (manual dexterity)
 - (O) Reach above shoulder level
 - (F) Use Fine Finger Movements (write/type, etc.)
- Carry/lift loads of: (O) Light (up to 25 lbs.)

Mental

- (F) Read/comprehend
- (F) Perform Calculations
- (F) Communicate Orally
- (F) Reason and Analyze

St. Martin Center is an EOE employer.

Please submit resume and cover letter to molszewski@stmartincenter.org or mail to 1701 Parade Street, Erie, PA 16503