

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Housing Counseling Assistant
Reports To: Housing Center Manager

I. Job Purpose:

This position is responsible for the scheduling and coordinating Foreclosure and Financial Fitness classes, workshops, and orientation sessions. The Housing Counseling Assistant provides initial screening and eligibility assessment for HC/NeighborImpact services. Oversees and provides a variety of HC supportive services including but not limited to financial literacy and foreclosure counseling. The Assistant is responsible for all service documentation and reports as required by the agency and funding sources. The Housing Counseling Assistant will work with clients whose income is up to 200% of the federal poverty line. This is a temporary position for 15 months. Reports directly to the Housing Center Manager.

II. Duties, Tasks, and Responsibilities:

Post purchase counseling

- Provide default mortgage intervention. Focus is on foreclosure prevention.
- Provide budget counseling
- Lead Foreclosure Intervention Workshops
- Keep informed on legislation and programs related to foreclosure relief and intervention
- Assist in the development of products and materials for partners and prospective clients
- Coordinate, train and direct volunteer instructors for the different workshops, orientations, and classes
- Track and monitor assigned foreclosure and financial fitness clients/participants as required by funding sources and supervisor, including but not limited to maintenance of records/files, data entry and reporting
- Provide credit counseling

Financial Literacy Services

- Facilitate and lead Financial Fitness classes
- Work with partners and NeighborImpact staff on the development and expansion of financial literacy classes
- Provide financial counseling and services for Foreclosure and IDA clients
- Assist Housing Center Manager in the development of financial literacy curriculum and services
- Follow up with Financial Fitness clients to facilitate their needs
- Schedule, facilitate and recruit clients for Financial Fitness classes

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Other duties:

- Participate in NeighborImpact committee(s) as assigned
- Participate in staff development training as assigned which may include out of state travel several times each year
- Other duties as assigned to support Housing Center goals and objectives

All communications are potentially sensitive and are subject to NeighborImpact's policies and confidentiality agreement.

IV. Knowledge, Skills, and Abilities:

- Very proactive
- Strong motivational skills
- Demonstrated highly specialized knowledge lending regulations and compliance requirements
- Ability to obtain certifications in foreclosure prevention counseling and HECM counseling.
- Self-starter with strong project management and facilitation skills
- Good interpersonal, written and verbal communication skills
- Work well with people in both individual settings and group settings
- Effective analytical and problem-solving skills
- Ability to interact and articulate effectively and confidentially with individuals at all levels
- Ability to work independently and as a member of a team
- Strong computer skills (Microsoft Windows and Office)
- Demonstrated knowledge of lending terms and mortgage products
- Ability to be flexible, adaptive, and positive in a constantly changing environment
- Ability to occasionally stand for long periods of time (classes, presentations, etc.)
- Ability to lift required (20-30 lbs.)
- Ability to work evenings and weekends periodically. Limited travel will be required for training/educational purposes
- A valid Oregon driver's license, current auto insurance, and access to transportation.
- Experience in adult education and delivery or demonstrated similar experience

V. Qualifications:

- Two (2) or more years of experience in mortgage lending, real estate or housing counseling preferred
- One (1) or more years experience working with first time home buyers in the capacity of counseling, lending and/or education
- Minimum of a high school diploma, associate degree desired
- Bilingual in Spanish preferred

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Other requirements:

- Employment subject to acceptable review of credit report.
- Ability to obtain Notary Public credentials

VI. Fair Labor Standards Classification: Non-Exempt

The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.

VII. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

NeighborImpact is an EEO Employer