

A. MAJOR PROGRAM RESPONSIBILITIES:

Housing Counseling:

1. Provides clients with one-to-one counseling and advice on budgeting and credit and/or identifies and refers clients to other agencies for additional assistance when needed.
2. Establishes and maintains complete and accurate records/ file for each client using software required by the program funding source.
3. Maintains a working knowledge of current financial assistance programs and additional programs and services offered by HRRC and the cities it serves to assist homeowners in resolving housing related issues.
4. Knowledgeable about current trends and information related to housing/lending and attends trainings/workshops when available.
5. Develops and implements outreach strategy to achieve the outcomes required from funding sources.
6. Represents HRRC at outreach workshops, drop in clinics and related activities, including those activities held on evenings and weekends
7. Provides regular reports of performance as required by the Executive Director.
8. Performs other related duties as required.
9. Adheres to all Home Repair Resource Center policies and procedures, including but not limited to its corrective action and attendance policies.

Financial Literacy & Homebuyer Education:

1. Prepares educational materials on all aspects of financial literacy and reviews existing materials on a regular basis for accuracy and relevance.
2. Plans and implements a monthly series of classes that teach all aspects of budgeting, credit and the home buying process.
3. Provides one-to-one financial counseling to build financial literacy skills and increased understanding of credit, budgeting and all aspects of financing.
4. Networks with lenders, mortgage brokers connected with FHA and local and state housing organizations to be up to date on current trends.
5. Assists in the planning and implementation of financial literacy initiative.
6. Writes article for the Observer and other publications as needed.

B. ADDITIONAL RESPONSIBILITIES:

1. Assist with organizational mailings and activities.
2. Participates in Home Remodeling Fair, Home Buyer Fair, Senior Expo, and other HRRC sponsored events.
3. Assist staff with activities to prepare for major fundraising endeavors like annual campaigns, letter solicitations and other fundraising events.
4. Assists in the production of flyers, displays, and related materials for housing counseling programs Seeks opportunities to publicize HRRC's programs and services
5. Participates with the rest of the staff in performing duties related to administrative support and building upkeep

C. SKILLS AND CHARACTERISTICS

1. Desire to embrace the mission and values of Home Repair Resource Center in making a difference by working with a non-profit organization that supports housing and community
2. Minimum experience: 2 years in real estate mortgage lending or similar field with a full understanding of the housing industry and the steps necessary to prepare for, purchase and maintain a home
3. Educational background: college degree (preferred) or two or more years of education in real estate and financing.
4. Skills and experience in financial counseling and budgeting and in depth knowledge of the housing/mortgage industry.
5. Teaching skills that will engage and inspire a group to learn.
6. Knowledge of housing related programs and services.
7. Positive approach to counseling and problem solving.
8. Ability to work cooperatively with staff to achieve common goals.
9. Must be willing to work a flexible schedule, including periodic evening and weekend meetings
10. Reliable transportation and ability to work at various locations during evenings and weekends.
11. Capable of listening attentively and respond appropriately to the needs of others.
12. Ability to learn new skills; willingness to take on additional responsibilities as requested.
13. Ability to establish priorities, work independently, and proceed with objectives without supervision.
14. Knowledge of business communication, including style and format of letters and press releases.
15. Strong computer skills; proficient in Internet research and Microsoft Office products, including Power Point, Word and Excel.

Home Repair Resource Center is an equal employment opportunity employer. Home Repair Resource Center is committed to reasonably accommodating qualified persons with disabilities to enable them to perform the essential duties of their position.

Every effort has been made to make the position description complete as possible. However, it in no way states or implies that these are the only duties the Housing Counselor will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work task is similar or related to the position.

HRRC employee benefits include health insurance with employer contribution, full dental and vision coverage, paid holidays and paid vacation. Salary commensurate with experience.

Interested candidates should submit a resume and a detailed cover letter describing their alignment with the qualifications outlined above. All applications must be received electronically and should be sent to resumes@hrrc-ch.org. No telephone calls, please.