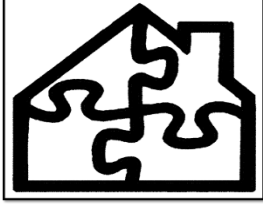


JOB OPPORTUNITY



Housing Partnership of Chester
County
41 W. Lancaster Avenue
Downingtown, PA 19335
610-518-1522

Position: Bi-lingual Housing Counselor for Housing Partnership of Chester County

Reports to: HUD Housing Counselor

Creation Date: December 19, 2022

Position Summary

Provides comprehensive housing counseling services, including educational workshops and face-to-face counseling. Duties involve pre-purchase one-on-one counseling, budgeting and financial literacy, and rental counseling. Clients may include first-time buyers, homeowners, low-income housing residents, or rental families. Counselor must be familiar with local, state, and federal housing regulations and housing assistance programs, and able to interact with lenders, realtors, agencies, and social service providers. Counselor must hold certifications from HUD and PHFA or be willing to work on the process of certification.

Key accountabilities:

1. Client Facing/Counseling
 - Work with clients as they navigate the home buying process to ensure process runs smoothly, including meeting with clients one-on-one, either in-person or via Zoom.
 - Assist credit/budgeting clients in creating a plan to improve credit and personal finances plus contact regularly for progress.
 - Answer phone calls and emails related to counseling and home buying.
 - Attend real estate settlements.
2. Marketing
 - Schedule visits to real estate offices, mortgage providers and non-profit organizations to promote our program in group/sales meetings on a regular basis.
 - Advocate the Counseling & Education program to prospective clients.
 - Represent The Housing Partnership at various community & networking events.
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3. Financial Literacy/*Know Your Money* – teach basic money management to high school students and other audiences. Basic money management includes bank accounts, credit cards, student, and auto loans, and rent versus home ownership.
4. Documentation
 - Collect client documentation within the Agency's Rx data system and analyze to determine program eligibility and services needed.
 - Keep client files updated and collect all documents needed for program guidelines and audits; maintain accurate and organized client files and utilize the online Rx program for reporting

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- Attend all required/applicable trainings to provide most up-to-date mortgage, real estate, and counseling information to clients.
- Submit files to Chief Staff Executive for review when an agreement of sale, home inspection and mortgage commitment are received.
- Submit invoice for settlement check well in advance of settlement.
- Submit documents to Admin. Assistant for processing before one-on-one meetings, and review counseling billings at the end of each month.
- Keep Chief Staff Executive informed as to the progress of clients through regular meetings.

5. Complete other duties as assigned by the Chief Staff Executive or HUD Housing Counselor.

Minimum Qualifications

- 2-3 years minimum experience in mortgage lending (loan processor, underwriter, loan officer, etc.).
- College degree or equivalent.
- Good to excellent personal credit history.
- Fluency in Spanish.
- Attain certification and proficiency to perform and support counseling in personal budgeting, credit management, debt management and saving programs in a professional, courteous, and unbiased manner.
- Excellent communication and interpersonal skills.
- Works well in small team settings.
- Willing to travel within Chester County with approved, current driver's license.
- Physical demands are typical for an office environment, including ability to lift thirty pounds occasionally and sit for extended periods of time.

Those interested should contact: Sheri Houpt at (610) 518-1522 or EM:
sheri@housingpartnershipcc.com

KRH 12.19.2022