



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Title: Mortgage Delinquency Relief Coordinator (Full time position available immediately)

This position is responsible for supervision and oversight of SSHC's counseling programs, including but not limited to Mortgage Delinquency and Foreclosure Assistance, Pre & Post Purchase Home Buyer, Group Education, and Rental Housing. This position will also provide comprehensive counseling; coordinating foreclosure negotiations and legal assistance for mortgage distressed protected group applicants who apply for Inclusive Community Funding assistance.

Primary Responsibilities:

- Provide quality counseling and customer service to every client
- Negotiate solutions with mortgage lenders and loan servicers
- Ensure that HCO (Home Counselor Online) is utilized effectively to track, maintain and report program/client data in compliance with HUD and other funder contractual goals and guidelines
- Evaluate & revise programs, processes & materials to maintain HUD compliance & enhance program delivery
- Coordinate follow-up post purchase counseling for clients receiving grant assistance
- Keep current on all federal, state and local laws, regulations and guidelines regarding the operations of counseling programs
- Other duties as assigned

Qualifications:

- B.S. or B.A. in appropriate related discipline preferred (Social Science, Business, Education)
- At least 5 years housing counseling experience with a minimum of 2 years administration and supervision experience
- In-depth knowledge of mortgage lending and loan modification procedures as well as federal, state and local fair housing laws
- Excellent written and verbal communications skills
- Critical, analytical and creative thinking skills
- Self-directed and well-organized with a demonstrated ability to handle multiple assignments
- Proficient with the internet and computer software (Microsoft Office, databases, etc.)
- Strong interpersonal skills with the ability to work with people of diverse backgrounds
- Ability to represent SSHC in a professional and exceptional manner
- Demonstrated commitment to fair housing and civil rights
- Valid driver's license

SSHC is an equal opportunity employer with a diverse staff located in Homewood, Illinois. Normal office hours are weekdays from 9 am to 5 pm. This position will require occasional evening and weekend work. Candidates must have access to automobile transportation for some program work.

The salary range for this position is based on the federal grant budget, experience and qualifications. SSHC provides an option for paid medical/dental insurance coverage or contribution into 403B retirement plan.

Interested candidates should email resume, cover letter & most recent counseling certifications to:

Attn: Executive Director, sshc.contact@gmail.com

Response Deadline: February 13, 2015 or until position is filled (No Phone Calls Please)

*Cover letter should include a brief statement about why you are interested in the position and your qualifications.