



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Title: Housing Counselor (Full time position available immediately)

This position will provide comprehensive counseling, including but not limited to Mortgage Delinquency and Foreclosure Assistance, Pre & Post Purchase Home Buyer, Group Education, and Rental Housing counseling that is consistent with the organization's policies, procedures and vision and in compliance with regulatory and funding requirements.

Primary Responsibilities:

- Provide quality one-on-one counseling and customer service to every client
- Analyze financial data, create budgets, written action plans and financial goals for clients
- Assist clients in drafting mortgage default hardship letters
- Prepare financial packages and submit to lenders/servicers in a timely manner
- Follow up with lenders and clients on a consistent basis to obtain updates
- Ensure required paperwork is maintained in client files
- Ensure the timely and accurate data input into the client management system (HCO)
- Negotiate solutions with mortgage lenders and loan servicers
- Coordinate follow-up post purchase counseling for clients receiving grant assistance
- Maintain counseling certifications in accordance with HUD rules and regulations
- Support integrated organizational programs and other duties as assigned

Qualifications:

- High School Diploma required, Associates or Bachelor's degree preferred
- At least 1 year housing counseling experience
- Current housing counseling certifications (minimally for pre-purchase & mortgage delinquency)
- In-depth knowledge of loan modification programs and procedures
- Excellent written and verbal communications skills
- Self-directed and well-organized with a demonstrated ability to handle multiple clients
- 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: March 26, 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.