



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Title: Housing Counseling Program Manager (Full time position available immediately)

This position has direct responsibility for the development, management and administration of SSHC's Home Buyer Education and Counseling program. This individual will provide comprehensive one-on-one counseling services for Pre & Post Purchase Home Buyers, Group Education & Workshops and Financial Literacy Education that is consistent with the organization's vision, policies and procedures, and is in compliance with regulatory and funding requirements.

Primary Responsibilities and Duties:

- Effectively research, develop and implement an enhanced Housing Counseling and Financial Literacy program that incorporates nationally adopted operating and performance guidelines and federal requirements set by the Department of Housing and Urban Development (HUD)
- Coordinate and facilitate all home buyer education classes and workshops
- Actively manage a caseload of clients interested in becoming home owners; including but not limited to client intake, scheduling and follow up
- Ensure that Fannie Mae's Home Counselor Online (HCO) is utilized effectively to track, maintain and report program/client data in compliance with HUD and other funder's contracts
- Prepare reports as requested to facilitate grant applications and to address inquiries from internal and external sources
- Implement and execute an outreach strategy to create program awareness and establish SSHC as the resource for all families who wish to become homeowners
- Represent SSHC at meetings and events to enhance agency presence and maintain existing community and business relationships
- Ensure that SSHC meets the highest standards for delivering comprehensive Homebuyer Education and Individual Counseling
- Keep current on all federal, state and local laws, regulations and guidelines regarding the operations of counseling programs and maintain appropriate certifications
- Other duties as assigned

Competencies & Requirements:

- Self-directed and well organized with a demonstrated ability to handle multiple clients and projects simultaneously
- Dynamic personality with extensive group presentation experience
- Excellent written and verbal communications skills
- Critical, analytical and creative thinking skills
- Knowledge of credit reporting, financial management and lending products
- Proficient with the internet and computer software (Microsoft Office, Adobe, HCO, etc.)
- Ability to represent SSHC in a professional and exceptional manner
- Demonstrated commitment to fair housing and civil rights
- Flexibility to work outside normal business hours
- Valid driver's license



Education & Experience:

- 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
- NCHEC Certifications HO229 & HO250, or comparable, required
- NCHEC Certification HO360, or comparable, preferred (must obtain within 12 months of hire)
- The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration

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 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 operating budget, experience and qualifications. SSHC provides an option for paid medical/dental insurance coverage OR contribution into 403(b) retirement plan.

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

Attn: Finance and Operations Director, sshc.contact@gmail.com

Response Deadline: July 19, 2017 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 how your qualifications align with this job opportunity.