



CENTRAL DETROIT CHRISTIAN
COMMUNITY DEVELOPMENT

Housing Counselor

Job Summary: The Housing Counselor will work with the team to provide continued development and implementation of the Housing counseling program and related programming. Duties include providing education, training, acting as an advocate when needed, and providing support services to persons seeking counseling who are facing a tax foreclosure, ready to buy a home, needing financial counseling or other housing related services.

Specific Duties

1. Provide foreclosure prevention education and services. Communicate with mortgage servicers on behalf of program participants
2. Provide debt and credit counseling services. Provide Financial education classes.
3. Conduct budget analysis with program participants.
4. Provide one-on-one counseling with participants to guide them towards positive outcomes.
5. Conduct follow-up on participants to evaluate program outcomes.
6. Maintain and produce data, records and reports as required by the position.
7. Maintain up to date information on all instruction for foreclosure programs, counseling guidelines and procedures.
8. Provide Home Buyer Education classes on a regular basis and financial management classes as needed.
9. Attend community meetings and events as needed to support agency programs.
10. Participate in personal and professional development activities to keep counseling credential current.
11. Perform other duties as assigned.

Education, Experience, and Additional Requirements:

1. Experience working with people in a counseling/guidance capacity.
2. Knowledge of credit, financial issues and the homeownership process.
3. HUD Counseling Certification preferred or the ability to become certified within 12 months of employment.
4. Ability to work independently and keep accurate records.
5. Good customer relation skills.
6. Must have proficient computer skills
7. Be knowledgeable in delivering quality programs in a multi service setting.
8. Successful clearance of criminal history record check and personal credit report.
9. Must have reliable transportation, valid driver's license and provide proof of insurance.

10. Must be self-directed and able to coordinate the completion of assigned tasks and be willing to accept new challenges on a daily basis.
11. Must comply with Agency smoke free and drug free policies.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Full time