

Housing Counselor

Esperanza has an immediate opening for a full-time **Housing Counselor**. We are a HUD approved faith-based nonprofit organization committed to raising awareness and identifying resources that strengthens the Hispanic community.

Responsibilities

Provide professional face to face housing counseling to prospective and existing low to moderate income families and individuals in the area of Pre-Purchase, Rental, Mortgage delinquency and Post-Purchase in accordance with the HUD/ National Industry Standards guidelines. Create, maintain and update client files on a regular basis. Prepare action plans and follow up with client in a timely manner. This position is required to participate in the weekly DHCD Diversion Court sessions with clients, preparation of HEMAP and other default services applications.

Interact with Mortgage Servicers, Realtors, Landlords, and other relevant parties for clients to obtain the best mortgage products and resources available for home buyers, find rental properties and preserve homeownership for existing homeowners at risk of foreclosure.

Perform administrative tasks. Maintain complete and accurate files and records of client information in the Database RX office and assist the Housing Director with the preparation of reports.

Other duties may be assigned.

Requirements:

- Minimum of Two-year experience of providing housing counseling.
- Must possess the ability to demonstrate a caring for the community.
- Fluency in English and **Spanish is required**.
- HUD and DHCD Diversion Court certified preferred or must be able to pass the exam in three months after hiring.
- National Certifications on Pre-Purchase and Foreclosure are required.
- Familiarity with social service networks in Philadelphia.
- Ability to maintain a caseload of clients including prompt and accurate maintenance of client's physical files documentation with attention to detail and confidentiality.
- Experience on data client system Counselor Max and RX experience preferred.
- Possess excellent oral and written communication, customer service and presentation skills.
- Knowledge of Microsoft Office programs.
- Work off-site or off-hours on occasion as needed.
- Willing to travel local and outside the state for trainings or meetings.

Esperanza offers a comprehensive employee health & wellness benefits program. Starting salary is \$40,000/year with excellent benefits. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume to:

Maria Iannarelli

Email: miannarelli@esperanza.us

For more information, check us out on the web at: www.esperanza.us

Equal Employment Opportunity (EEO)