



## Marshall Heights Community Development Organization, Inc.

### Job Announcement

#### POSITION: HOUSING COUNSELOR / TRAINER

Marshall Heights Community Development Organization (MHCDO) is looking for a Housing Counselor to join our committed staff. We are looking for a high energy, committed and quick learner to work with our Counseling Team to support the needs of low- and moderate-income households in achieving their housing goals.

#### RESPONSIBILITIES:

- Provide comprehensive housing counseling for renters, homeowners, homebuyers and the homeless.
- Special emphasis on services for first-time homebuyers and to support households seeking homeownership by providing individual counseling, income certifications, training, and other support services.
- Help and support individuals to develop the skills necessary to take the steps towards long-term homeownership.
- Assist individuals in completing applications for specialized homeownership programs. Some evening and weekend hours are required.

#### QUALIFICATIONS:

- A minimum of four years of combined education or professional experience related to real estate, finance, education, counseling, mortgage underwriting, or related field.
- HUD Housing Counselor Certification or ability to pass the national HUD Housing Counseling Certification exam within three months of hire date.
- Ability to motivate individuals and translate complicated information into simple terms.
- Ability to employ simple math and spreadsheets in developing individual budgets and income calculations.
- Previous experience with mortgage processing and/or underwriting a plus.
- Ability to work independently and as a team player exercising mature judgment.
- Highly motivated self-starter with an ability to multi-task and meet deadlines.
- Excellent problem-solving skills and able to develop innovative solutions.
- Ability to present neat and complete applications with great attention to detail.
- Experience providing supportive services to at-risk populations.
- Ability to respond to multiple needs with patience and diligence.
- Ability to communicate with a variety of professionals including bankers, realtors, contractors, landlords.
- Ability to maintain complete files which include confidential information.
- Strong oral and written communication skills as well as excellent computer skills.
- Ability to translate technical information into layman's terms; and
- Sensitivity to the needs within the community and to individual clients.

MHCDO is an equal opportunity employer and affirmatively seeks diversity in its workforce.

MHCDO recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital or familial status, sex, age, sexual orientation, or any other category protected by law.

Resumes and cover letters should be sent [dbaskerville@mhcd.org](mailto:dbaskerville@mhcd.org). Resumes without cover letters will not be considered.