



Housing Counseling Services, Inc.

2410 17TH St., N.W. • Suite 100 • Washington, D.C. 20009

202-667-7006 • housingetc.org

HCS FORECLOSURE PREVENTION COUNSELOR/TRAINER POSITION DESCRIPTION

Posting Date: 10/17/16

Open until filled

Salary Range: \$46,000 - \$50,000

HCS is seeking a highly qualified Housing Counselor to engage homeowners at risk of foreclosure throughout the DC Metro area. Housing Counselors must remain up to date in the changing tools available to preserve homeownership and prevent foreclosure.

Job Responsibilities:

- Provide counseling to homeowners on all housing issues in order to resolve problems and improve housing opportunities.
- Evaluate homeowners' eligibility for loss mitigation options and other alternatives to avert foreclosure.
- Prepare mortgage relief applications with clients and follow-up with lenders to confirm completion.
- Negotiate workout agreements with lenders on behalf of clients.
- Prepare homeowners for foreclosure mediation and participate at mediation sessions to support client needs.
- Follow-up with all clients to be assured that their needs are being met.
- Maintain accurate written and computer based files.

Qualifications:

- Excellent oral and written communication skills.
- Must demonstrate the ability to communicate with a variety of people including lenders, realtors, and low and moderate income families from a variety of cultures.
- Ability to translate technical information into layman's terms.
- Compassionate listener and firm educator.
- Must demonstrate an ability to work with a minimum of supervision.
- Must be versatile in order to handle a wide variety of duties.
- Sensitivity to the needs within the community and to individual clients.
- Computer skills.
- Bi-lingual preferred.

HCS is an equal opportunity employer and affirmatively seeks diversity in its workforce. HCS 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 familiar status, sex, age, sexual orientation, or any other category protected by law.

Resumes and cover letters should be sent to employment@housingetc.org . Resumes without cover letters will not be considered.