



**Housing
Development
Fund**

Homeownership Counselor

About the Housing Development Fund, Inc.

The Housing Development Fund, Inc. (HDF) is headquartered in Stamford, CT with offices in Danbury and Bridgeport. With an annual budget of \$3 million, HDF provides homeownership and foreclosure prevention counseling to families; down payment assistance financing to first-time homebuyers; low-interest, flexible financing and technical assistance to developers; and works with banks, foundations, nonprofits and government agencies to create decent homes for people to live and work in southwestern Connecticut's communities. HDF manages two loan funds (multi-family and residential) with \$44.7 million in assets. Established in 1989, HDF believes that all families should have access to safe, secure, and affordable housing, and that affordable housing and economic diversity are beneficial to communities.

Position Summary:

Under direct supervision of the Director of Homebuyer Programs contribute to Housing Development Fund's mission by identifying, counseling, and assisting income eligible households achieve homeownership.

General Description:

The Homeownership Counselor's responsibilities include but are not limited to the following:

- Conduct weekly orientations providing overview of the program.
- Review client files to determine program eligibility and mortgage readiness.
- Create customized client action plan.
- Provide comprehensive one-on-one homeownership counseling for mortgage ready individuals. Counseling will include review of employment history, credit history, and debt ratios. Refer to lenders, realtors, and attorneys as appropriate.
- Work with HDF loan officers to help determine what loan products client is eligible for.
- Conduct Homebuyer Education courses on rotating basis.
- Track clients utilizing Home Counselor Online and CounselorMax.
- Provide post-purchase counseling as needed.





Qualifications:

- BA or BS degree
- Fluency in Spanish
- Two years experience in housing, real estate, finance or related field (advanced degree may substitute for two years of experience)
- Strong interpersonal skills and demonstrated ability to work successfully with diverse constituencies
- Strong financial and analytical skills
- Excellent written and oral communication skills
- Attention to detail
- Strong computer skills in word processing, spreadsheets and database management
- Ability to prioritize and multi-task

Other:

- Attend workshops, conferences, and seminars relevant to the work of Housing Development Fund
- Perform other related duties as required

Salary:

Commensurate with experience.

