

# Housing Development Fund

## Position Available: Homeownership Counselor

<b>POSITION TITLE:</b> <b>Homeownership Counselor (Danbury)</b>	<b>Salary commensurate with experience</b>
<b>Reports to: Danbury Program Manager</b>	<b>Contact Deborah MacKenzie at dmackenzie@hdf-ct.org</b>
<p>The mission of the Housing Development Fund is to facilitate the development of affordable housing, both rental and homeownership, and to assist households to become owners of affordable homes. HDF accomplishes this by providing low-interest, flexible financing and technical assistance to developers; by providing homebuyer assistance financing and homeownership counseling to homebuyers; and by working with the private sector, non-profits and government to facilitate the creation of more affordable housing.</p> <p>HDF believes that all households and families should have the opportunity and access to affordable housing, and that affordable housing and economic diversity are beneficial to communities.</p> <p><b>A Homeownership Counselor's responsibilities include but are not limited to:</b></p> <ul style="list-style-type: none"><li>• Managing a substantial caseload of prospective first time homebuyers</li><li>• Conducting weekly orientations</li><li>• Assessing client files to determine program eligibility and mortgage readiness.</li><li>• Developing client action plans</li><li>• Providing comprehensive one-on-one homeownership counseling for mortgage ready individuals</li><li>• Preparing files for submission to the HDF lending department</li><li>• Conducting Homebuyer Education classes on rotating basis.</li><li>• Providing post purchase counseling as needed.</li></ul> <p><b>A Homeownership Counselor is expected to:</b></p> <ul style="list-style-type: none"><li>• Identify and participate in community outreach activities</li><li>• Maintain professional relationships with HDF community partners</li><li>• Work cooperatively with all other HDF departments</li><li>• Participate in all training opportunities</li></ul> <p><b>Qualifications/Requirements:</b></p> <ul style="list-style-type: none"><li>• Bachelor's Degree preferred;</li><li>• 2 years experience in housing; lending; credit or financial counseling; case or account management.</li><li>• Spanish fluency a plus</li><li>• Strong interpersonal skills and demonstrated ability to work successfully with diverse constituencies</li><li>• Strong financial and analytical skills</li><li>• Excellent written and oral communication skills</li><li>• Attention to detail</li><li>• Strong computer skills in word processing, spreadsheets and data base management</li><li>• Ability to prioritize and multi-task</li><li>• Perform other related duties as required</li></ul>	