

NOTICE OF JOB OPENING

Housing Counselor

Housing Assistance Corporation is currently hiring for the position of **Housing Counselor**. The primary role of this position is to engage with people who are requesting information through the agency for housing counseling, referrals, and financial assistance. Housing Counselor will engage with individuals and families to provide requested information and counseling. Provide information and guidance regarding significant financial transactions and with high-risk clients. The Housing Counselor provides Reverse Mortgage counseling to clients who are required to receive unbiased information regarding the benefits and risks of a reverse mortgage while working with an outside lender. They also provide Foreclosure Counseling to clients who are delinquent in mortgage payments and at risk of losing their housing regarding the process of loss mitigation and reviewing financial information to make a determination of financial feasibility moving forward. This position will administer funding for move-in or housing retention costs for households who are housing unstable and in need of public/private funding to stabilize. Required skills for this position include the ability to perform math/accounting equations, ability to be extremely detail oriented, compassionate, consistent, and the ability to become HUD HECM Counselor Certified and HUD Housing Counselor Certified by within 6 months of hire. Experience working with high-risk individuals with a team in a case management system or information/referral system is a must!

This position will report to the Director of HCEC.

Interested in the above position or have a friend who may be?

Please e-mail responses to harchibald@haconcapecod.org or send letter of interest and resume:

Heidi Archibald
Housing Assistance Corporation
460 West Main Street
Hyannis, MA 02601