



DuPage, Inc. 1600 E. Roosevelt Rd, Wheaton IL 60187 | 630.260.2500 | www.homedupage.org

H.O.M.E. DuPage, Inc.

Job Description: Housing Counselor

Overview: Experienced professional with commitment to affordable housing and social justice needed to assist clients of non-profit housing counseling agency serving DuPage County in preparing for home purchase and successful homeownership, foreclosure prevention, sustainable renting, reverse mortgage, and financial capability through programs, group education and individual counseling. Reports to Executive Director.

Responsibilities:

- Conduct comprehensive financial assessments for prepurchase and foreclosure prevention clients.
- Conduct affordability analyses for prepurchase clients using automated prequalification systems and manual calculations.
- Develop Financial/Homeownership Action Plans that will assist clients achieving their goals, including sustainable renting, obtaining homeownership, or preserving homeownership.
- Provide ongoing support and follow-up with clients.
- Provide guidance on mortgage products.
- Conduct educational classes.
- Attend DuPage County Foreclosure Court to introduce borrowers in foreclosure to HOME's services.
- Work with lenders, Realtors and other housing professionals.
- Assist with community outreach efforts to promote programs and services, and to connect with other social service agencies for partnership opportunities.
- Other duties as assigned.

Qualifications:

- At least 2 years' experience as a residential mortgage lender, loan processor, underwriter, housing counseling, or equivalent.
- In-depth knowledge of mortgage products, mortgage financing and home purchase process.
- Financial management skills training (e.g., budgeting, credit repair, debt reduction, etc.).
- Ability to analyze financial documents such as credit reports and tax returns.
- Public speaking experience.
- BA or BS or requisite experience.
- Strong interpersonal and communication skills.
- Strong analytical skills.
- Excellent follow-up.
- Detail oriented.
- Appreciation of diversity.
- Computer literacy, especially MS Office Suite, and ability to work with client databases.
- Familiarity with social service community in DuPage County.
- Must be able to work two Saturdays per month and some evenings.
- HUD Certified Preferred

EOE

Hours: Full-time, Monday-Friday. Some evenings and Saturdays required.

To Apply: *This position is available immediately. Email cover letter, resume and contact information to anne@homedupage.org.*