

HOUSING COUNSELING

Start Date: Immediately

Salary: \$

Report Line: This position reports to the Director of SCHAP.

The Parodneck Foundation for Self-Help Housing & Community Development, Inc. seeks an experienced housing counselor. We provide housing resources, services and financial support to New York City's low- and moderate-income residents.

The housing counselor will offer foreclosure prevention counseling, assistance, offer pre- and post-purchase financial management.

Job Description and Responsibilities: Individual will be responsible for assisting in program planning, implementation, tracking, and reporting, loan processing from intake to file closure, meets or exceeds National Industry Standards and complies with all funding and regulatory requirements. Responsible for delivery of comprehensive counseling and educational workshops in the following areas: credit counseling, financial management, delinquency and foreclosure prevention in accordance with U.S. HUD standards. Perform on-going casework management as needed to provide services and problem-solving assistance to client

Qualifications:

Bachelor's degree preferred. HUD certified. At least three years housing counseling experience. Knowledgeable in CounselorMax CMS system. Excellent writing skills and demonstrated experience in successful grant management. Knowledgeable in program delivery requirements and reporting requirements of NYC, state and federal funding programs for housing counseling. Recertify and maintain housing counselor status.

To Apply: Applicants should send a resume, along with a cover letter to twhite@parodneckfoundation.org indicate "Housing Counselor" in subject line in email no later than November 1, 2019 Due to the high volume of applicants, only qualified candidates will be contacted. Parodneck Foundation is an equal opportunity employer.