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Job Announcement: Full-Time Foreclosure Prevention Counselor

The Cypress Hills Local Development Corp. (CHLDC) is a multi-faceted community development organization, serving a struggling ethnically diverse community in northeast Brooklyn. The organization sponsors comprehensive housing preservation, economic development, and youth and human services that address the needs of over 3000 residents, annually.

Position: Foreclosure Prevention Counselor

Cypress Hills Local Development Corporation (CHLDC) is a not-for-profit community development organization serving 11,000 residents a year through a comprehensive array of housing preservation, economic development, community organizing and youth and family support services programs and projects. With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community. CHLDC also works to advance racial equity.

Cypress Hills Local Development Corporation has an opening for one (1) Foreclosure Prevention Counselor to work in the Housing Counseling Division. This position is a full time, 35 hours per week, non-exempt position. The Counselor will work with owners of one to four family homes in East New York and neighboring communities to address mortgage default and/or foreclosure intervention issues. The counselor will assist by negotiating with mortgage servicing companies or the mortgagees, to secure equitable loss mitigation options.

Principal Duties, Responsibilities:

- Providing comprehensive mortgage default counseling services to homeowners, including assessing budget and/or credit issues, as well as potential loss mitigation options
- Tracking, reporting and monitoring foreclosure prevention program clients' progress through client management systems, e.g. Counselor Max, Salesforce databases and excel spreadsheets as needed by funders

- Assisting and collaborating with counselors and housing counseling director on data entry as well as submitting monthly and quarterly program reports to funders and CHLDC Board of Directors, as needed
- Identifying, via lis pendens filings and other research, homeowners with mortgage arrears, and conducting outreach through mailings, home visits, phone calls, email blasts, planning group informational workshops on avoiding scams, dealing with servicers, basics no NYS settlement conference, etc.
- Submitting regular program reports to funders and CHLDC Board of Dir. as necessary
- Providing support to the East Brooklyn Reinvestment Committee
- Report to the Dir. of Housing Counseling and carry out other duties as assigned

Position Requirements:

- BA preferred , AA degree required, Urban Planning, Social Work,
- At least 2 years relevant work, or equivalent education and work experience
- Excellent *communication skills*
- *Team player*, quick learner and ability to work independently
- *Bilingual Spanish/English*
- HUD Counseling certification
- Computer literate
- *Bilingual- English/Spanish or English-Bangla preferred*

Compensation:

Salary range is \$50,000-\$55,000 commensurate with experience, with a competitive benefits package

To Apply:

Please forward cover letter, resume, and three (3) references to Rene Arlain, Director of Housing Counseling at: renea@cypresshills.org.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans