



**We're looking for amazing people.
Come join HOME as a
Housing Specialist - Homeownership!**

Job Summary

HOME is hiring a full-time Housing Specialist with our Homeownership team in our Housing Counseling and Education department. The Housing Specialist-Homeownership is expected to employ a variety of skills and methods and strategies, including group sessions, individual counseling sessions and community outreach efforts to maximize the benefit to the consumer. The Housing Specialist-Homeownership is responsible for facilitating strong, positive, and collaborative relationships internally as well as with community partners and stakeholders.

The Housing Specialist-Homeownership is responsible for assisting HOME in fulfilling its mission and strategic goals by providing high quality and comprehensive housing education and counseling services designed to help low- and moderate-income households build wealth and gain access to neighborhoods with good schools, good transportation, and access to jobs. The Housing Specialist-Homeownership is expected to employ a variety of skills and methods and strategies, including group sessions, individual counseling sessions and community outreach efforts in order to maximize the benefit to the consumer. Many of the incumbent's job responsibilities will be carried out via cross-program teams and some functions will be matrix with other departments.

Duties and responsibilities

1. **Planning:** Actively participates in strategic planning of the organization and the development of departmental work plans.
2. **Performance Planning:** Actively participate in his or her own performance goals and helps to identify goals as well as areas of development. Actively participates in cross training programs. Takes responsibility for enhancing skills relative to the job.
3. **Program Development:** Participates in the development and implementation of new programs and services launched by HOME.
4. **Provide Housing Counseling services to consumers:** Provide comprehensive housing educational and counseling services. Provide one on one individual session with clients. Collect appropriate and comprehensive intake information to identify clients and their housing and/or financial need. Complete a comprehensive assessment of the client's current situation.
5. **Administer Financial Assistance:** Screen and interview clients for eligibility for HOME's financial assistance programs in accordance with required program regulations and procedures.
6. **Coordination of loan closings:** Coordinate all activities necessary to ensure timely loan closings for approved clients. Prepare files for processing after committee approval. Prepare project set up forms as required by program funders.

7. **Education and outreach:** Build collaborative relationships and provide comprehensive housing education and training to community. Conducts a variety of group education services, utilizing organization protocols designed to increase the financial literacy of consumers including: homebuyer education; credit and money management; bankruptcy recovery and rental education sessions for renting families.
8. **Data management & record keeping:** Responsible for keeping complete, accurate and detailed records of all counseling and other activities as required. The counselor is to be intricately involved in the development and tracking of measurable outcomes on service delivery.
9. **Facilitates effective program operations and communication:** Effectively plans and implements matrix program functions. Coordinates services and organizational activities across program lines.
10. **Customer Service:** Uphold and practice agency universal standards on delivery of services and is respectful to customers and maintains the dignity of all persons. Maintaining a professional demeanor and decorum at all times.

Qualifications

A bachelor's degree and three or more years of experience providing direct case management and counseling experience is required. Experience in pre-purchasing counseling a plus. The ideal candidate must have demonstrated skills in the basic areas of counseling and case management and the ability to apply those skills in work with a variety of people including; demonstrates the ability to effectively facilitate group sessions on a variety of housing topics, demonstrated the skill and ability to effectively make necessary linkages and referrals to other community resources on behalf of clients.

The housing specialist must demonstrate the knowledge of and the ability to effectively utilize a variety of computer software programs, particularly, those programs that are a part of the day-to-day functions of the position. Proficiency in Microsoft Office Products, particularly Word, Excel and Access are required. Ability to apply other software applications is a plus. The incumbent must demonstrate the ability to work with diverse populations and form appropriate professional relationships with both clients and co-workers.

Bilingual professional is preferred. Excellent oral and written presentation skills in both English and Spanish or other native languages are a PLUS.

In addition, all employees of HOME are expected to meet these general qualifications:

- Strong commitment to social justice
- Excellent oral and written communication skills
- The ability to communicate complex issues, data and concepts clearly
- The ability to function effectively within and/or high performance, cross divisional work teams
- The ability to coordinate key program activities across programs
- Willingness to participate in fund development activities and effectively manage key constituent relationships and provide the necessary client data and information to HOME
- The ability to maintain a high degree of professionalism, confidentiality and substantial contact with the public

Housing Opportunities Made Equal of Virginia, Inc. (HOME) is Virginia's premier fair housing and housing counseling organization, offering a variety of programs and services designed to ensure equal access to housing for all Virginians. HOME is a 501(c)(3) nonprofit corporation and a HUD-approved housing counseling agency. HOME enacts its mission to ensure equal housing access for all people through extensive research, housing counseling and education, fair housing advocacy, and housing policy.

HOME is focused on employee engagement and committed to a healthy, diverse inclusive work environment. We offer a competitive benefits package. Interested candidates should submit a cover letter and their resume to jobs@homeofva.org include **Housing Specialist - Homeownership** in the subject line. HOME is an equal opportunity employer with an accessible workplace.

This position will remain open until filled.