

Philadelphia Council for Community Advancement (PCCA), a member of Mission First Housing Group is a regional non-profit housing and community economic development organization serving the five-county Philadelphia area since 1962. PCCA's mission is to strengthen households and communities by developing and preserving homeownership and affordable housing, educating disadvantaged populations to increase accessibility to economic opportunity, and encouraging the active participation of citizens in the planning and revitalization of sustainable communities.

PCCA is seeking a Housing Counselor who works with potential homebuyers to help them prepare for the purchase of their home and to initiate loss mitigation and foreclosure prevention strategies with lenders to assist clients and potential clients in developing solutions in money management, credit and budget and other housing issues and/or needs to ensure that the client is receiving the appropriate services.

DUTIES AND RESPONSIBILITIES

- Assist with facilitating homebuyer workshops which includes scheduling, marketing and procuring speakers.
- Provide housing counseling to clients who are interested in becoming homeowners to assess their mortgage readiness and determine the appropriate follow-up.
- Manage and provide housing counseling on a one-on-one basis in areas (depending on the client's needs) such as Financial Education, Credit and Budgeting and Loss Mitigation.
- Create, maintain and update client files on a regular basis.
- Comply with all requirements of any grant funding contract and agreements. Manage to assess the urgency of client needs and situations to ensure all information is accurate and complete.
- Train new counselors on housing related services.
- Perform additional duties as assigned.

Skills Required

- Good working knowledge of the components of a housing counseling program.
- Knowledge of the lending products and various homebuyer assistance programs
- The ability to compare and contract financial information.
- The ability to communicate effectively both orally and in writing.
- Sensitivity to differences in cultural, educational and socioeconomic backgrounds is essential, along with the ability to maintain confidentiality.
- Must have good time management skills and demonstrate integrity.
- Must be able to multi-task.

Education/Experience:

- High school diploma or equivalent. Minimum of five (5) years' experience in housing counseling (or related business field) with experience in various aspects of housing counseling.
- Working knowledge of city, state and federal housing counseling programs.
- Certifications required (or completing certification within 1 year of hire) from: OHCD, HUD, PHFA, Foreclosure Diversion-certification, HDADV Certification, Neighborworks, NCHCEC, NREI and other certification require to maintain professional status and billing authorization with PCCA's funding sources.

Benefits

- Medical insurance, Dental insurance (Company Paid), 403B (Company Paid), Life, Short and long term disability (Company Paid), Paid Time Off and Tuition

To Apply - Please send cover letter and resume to Cavery@missionfirsthousing.org

PCCA, a member of Mission First Housing Group values diversity, equity and inclusion and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other status protected by law.