

Job Announcement

Position: Housing Counselor	Department: Housing
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 13	Compensation: \$40,000 - \$60,000
Weeks Worked: 52	Work Per Week: 40 + Monday – Friday, some evenings/weekends
Opening Date: September 23, 2019	Closing Date: Until Filled

Summary of Job Description: The program provides comprehensive housing counseling services which include: housing workshops in the areas of pre-purchase, financial education, foreclosure and post-purchase education.

The Housing Counselor must be able to perform one-on-one counseling sessions in mortgage default & delinquency, financial management, student loan, pre-purchase, and post-purchase counseling. The Housing Counselor is directly responsible to the Housing Program Coordinator for the satisfactory performance of the essential job functions.

Summary of Requirements: *Bachelor's Degree* in Social Work, Counseling, or Human Services related fields and three (3) years of job-related experience in housing counseling, budget/credit counseling, real estate, loan processing, underwriting. However, in lieu of the Bachelor's Degree, four (4) years of housing counseling or other related counseling experience may be substituted. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Certifications in Pre-Purchase Homeownership Education, Foreclosure Intervention/Default Counseling, Post Purchase Homeownership Education, and Financial Capability within one year of employment.

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

This document serves as the announcement for the position. It is not the Job Description.

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