

JOB ANNOUNCEMENT

HUD Certified Housing Counselor (\$21.98-\$24.73)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We're currently searching for someone **who is passionate about serving the Newark community, is able to multitask in a fast paced environment**, and is able to work at our **317 Roseville Avenue** location.

Apply now so you can become part of our ever growing organization.

HOW TO APPLY:

Email your cover letter and resume to

ljprezeau@lacasanwk.org

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Bachelor's Degree

Bilingual English/Spanish

Excellent communication skills

Experience in mortgage lending, real estate, and banking.

KEY DUTIES:

- Obtain HUD Housing Counselor Certification by August 1, 2020.
- Provide clients with quality Housing Counseling services in accordance with HUD Housing Counseling Handbook 7610.1 REV-5 and National Industry Standards
- Create, update, and maintain physical and electronic client files pursuant to HUD Housing Counseling Handbook 7610.1 REV-5.
- Respond to client inquiries pursuant to guidelines established in the HUD Housing Counseling Handbook 7610.1 REV-5.
- In accordance with grant requirements, assist with quarterly & annual reporting to various funders.
- Coordinate and conduct frequent homebuyer education and financial education workshops.

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.

To learn more about our organization, please visit our website: www.lacasanwk.org

SCHEDULE:

Monday – Friday

9:00 am – 5:00 pm

Schedule may vary accordingly to meet division's needs