



HOUSING COUNSELOR

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need. ACDS oversees and manages the expenditure of the Homeownership Counseling Program, Mortgage Assistance Program, Foreclosure Prevention Counseling Program, Property Rehabilitation Program and Accessibility Modifications Programs for Anne Arundel County.

Summary

ACDS is seeking a Housing Counselor who supports the organization's mission of providing professional housing counseling services to qualifying individuals and families in need of obtaining financing for home rehabilitation or purchasing, conducting homeownership counseling sessions, and processing, underwriting and conducting loan settlements on secondary mortgage loans. Under the Property Rehabilitation Program, the Housing Counselor will be assisting current homeowners with obtaining rehabilitation loans. Working with clients in the Homeownership Counseling Program, the Housing Counselor will review clients' finances, help resolve credit problems, assist clients in preparing household budgets and guide them through the purchase of a home. Housing Counselor's are responsible for processing, underwriting and conducting loan settlements on secondary mortgage loans. The position offers a tremendous opportunity for professional growth in the housing and community development field.

Job Description

General responsibilities include processing and evaluating applications for funding assistance, conducting preliminary interviews with potential and existing clients for various programs, and ensuring compliance with all program guidelines. Specific responsibilities include analyzing clients financial data to help determine their strategies and program qualifications and to inform and educate clients about available programs.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (must be able to work in-office and remote)

Qualifications

The Housing Counselor position requires a Bachelor's Degree in Finance, Real Estate or a closely related field with relevant work experience or any equivalent combination of; training and experience which provides the necessary knowledge, skills and abilities. At least 2 - 3 years of previous housing counseling experience. Successful candidates will have demonstrated knowledge of the underwriting process, credit counseling, home buying process, settlement procedures, and real estate finance options. Applicants must have strong communication skills, with the ability to make public presentations, HUD certification a plus.. Limited evening and weekend hours may be required.

Compensation

Salary ranges from mid 50's to low 60's depending on experience. ACDS offers an excellent benefits package including competitive Health Insurance Plans, Dental, Vision, 403(b) Retirement Plan, Long Term Disability Benefits, Life Insurance and Flexible Spending Accounts. Other compensation opportunities include an Incentive and Recognition Programs.

How to Apply

Please send cover letter to:

Human Resources
Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401
Or, email to hrresumes@acdsinc.org
Or, Fax (410) 222-7619

An Equal Opportunity Employer

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