



BILINGUAL HOUSING COUNSELOR

If you are looking for a challenging but yet gratifying opportunity to make a real difference and serve diverse assignments, then Arundel Community Development Services, Inc. wants you to join our 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 professional a Bilingual HUD certified Housing Counselor who is well-versed in speaking Spanish, serving low-income individuals, and families including seniors and persons with disabilities in 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 assisting current homeowners with obtaining rehabilitation loans. Working with clients in the Homeownership Counseling Program reviewing the clients' finances, help resolve credit problems, assisting clients in preparing household budgets and guide them through the purchase of a home. Other tasks include processing, underwriting and conducting loan settlements on secondary mortgage loans and conducting client intake interviews, compiling, inputting and managing client files and database. 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 information to help determine their strategies and program qualifications and to inform and educate clients about available programs. Conducts community outreach and marketing for workshops (home buyer education, foreclosure intervention, and budget and credit)

Qualifications

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. The ideal candidate will be a experienced HUD-certified housing counselor with 3 - 5 years experience. Must obtain HUD housing counseling certification within 6 months of hire. Candidates must demonstrate knowledge of the underwriting process, credit counseling, know of the home buying process, settlement procedures, and real estate. Applicants must have strong communication and people skills with the ability to make public presentations. Limited evening and weekend hours may be required.

Compensation: Salary is commensurate with experience.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (salary exempt position)

How to Apply: Please email your cover letter and resume to Human Resources at hrrsumes@acdsinc.org.

ACDS, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.