**Housing Counseling Job Description**

**Job Title:** HUD Certified Housing Counselor

**Job Overview:**

* Effectively work with clients, in counseling sessions supporting Emmet, Cheboygan, Charlevoix, Antrim, Otsego, Crawford, Presque Ilse and Roscommon counties.
* Conduct education workshops in person and online using PowerPoint presentations covering subjects which include; the home buying process, budgeting, credit reporting and scores, financial preparedness, foreclosure prevention and rental counseling.
* Maintaining client files to ensure all MSHDA/HUD required documents are present in all one on one client cases and for all workshops.
* Understand the MSHDA/HUD guidelines for Housing Counseling and use various online tools for reporting Housing Counseling Services provided.

**Education/Skills:**

* Must be/become a HUD certified counselor by passing the required HUD exam.
* Have an understanding of the default, loss mitigation, and foreclosure mortgage practices.
* Maintain continued education courses relating to Housing Counselor Services.
* Must have good communication skills both orally and in writing.
* Track and report spending of grants which includes MSHDA/HUD billing.
* Effective time management skills are essential as you will have the opportunity to create your own hours.

**Technical Skills:**

* Proficient in Microsoft Word, Excel, PowerPoint.
* The ability to learn software programs in support of reporting client management data.

**Minor Duties and Responsibilities:**

* Be present on MSHDA and HUD, and other Housing Counselor related calls.
* Work with social media and web designer to keep the public informed of all company services and events.
* Attend community events and promote Housing Counselor services.
* Relationship building with related community organizations and banks.

**Additional Helpful Knowledge, Skills or Abilities:**

* Real Estate Sales, Property Management
* Mortgage Lending
* Public Speaking, Adult Education, Sales
* Social Media, Virtual Classroom Management
* Bookkeeping, Accounting

Contact Jane McKenzie for more details at jane@northenhomes.org