



## Job Posting

### Homeownership Advisor (Bilingual)

**Are you interested in work that makes a difference in the lives of others?** Way Finders is a mission-oriented, nonprofit organization offering a fast-paced, professional work environment focused on achievement. We employ individuals with a strong commitment to excellence, a collaborative nature, and the desire to make a difference. **We are seeking a full-time Homeownership Advisor for our Homeownership and Financial Education department.** The Homeownership Advisor will provide a range of pre-purchase counseling, loan administration, and foreclosure intervention services. **This is a great opportunity for anyone who has a background in case management, banking, teaching, or para-professional services and is looking to advocate for others in the community. On-the-job training is provided!**

**At Way Finders, we light pathways and open doors to homes and communities where people thrive.** The largest nonprofit housing provider in Western Massachusetts, Way Finders also specializes in housing counseling, financial and first-time homebuyer education, employment training, neighborhood revitalization, and a variety of other services throughout the region. The need for Way Finders' programs and services is great and continues to grow each year. Whether a person is experiencing a housing crisis, in need of rental assistance, or ready to purchase a first home, our Housing Centers provide a welcoming, accessible space for counseling, assistance, training and placement, and ongoing support. During our last fiscal year, Way Finders services impacted 52,000 men, women, and children in the region. Stable housing is the platform upon which we work with our clients to help them to meet their own goals and to thrive. As families thrive, so do the communities in which they live.

*The candidate may work in a hybrid-remote capacity, but in-office meetings and community visits are a regular part of the role. To deliver exceptional service, work is occasionally necessary outside of traditional business hours.*

#### Essential Functions/Responsibilities

- Facilitate financial and homeownership group education workshops
- Perform financial assessments and recommend best course of action for customer
- Counsel and educate customers on strategies for maintaining sustainable, positive cash flow
- Create and maintain accurate, timely, and detailed customer records
- Ensure compliance with all federal and state programs, and other regulations; clearly and efficiently educate customers on all programs and regulations
- Establish and maintain strong relationships with staff (including across departments), and external partners and stakeholders
- Perform outreach to community agencies and industry partners as needed
- Remain current on trends and developments in homeownership programs and service offerings

#### Hiring Requirements/Preferences

- Bachelor's degree; commensurate experience may be substituted for a degree
- 3 years' experience in human/social services or case management; similar or related experience may be substituted
- Bilingual (English/Spanish) written and verbal skills required
- Demonstrated attention-to-detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office applications, and comfort working in multiple software applications

- Clear and timely written and oral communication skills
- The candidate will receive on-the-job training to comply with the program's requirement to obtain a valid Housing & Urban Development (HUD) Housing Counselor certification within first six months of employment; retainment of certificate is ongoing in this role

#### **Benefits**

- Generous paid time-off
- 12+ holidays annually
- Health, dental, and vision insurance options
- Educational assistance
- Medical Reimbursement Account
- Dependent Care Account
- 403(b) retirement plan with employer match
- Life insurance
- Short-term and long-term disability insurance
- Transportation benefits
- Employee Assistance Program
- Annual staff picnic!

**Wage between \$17.83 - \$21.40 hourly depending on qualifications. Interested applicants must submit a cover letter and resume; applications will be accepted until the position is filled.**

Way Finders is an Equal Opportunity Employer that seeks a diverse staff in order to reflect our community and those we serve. Qualified individuals from diverse backgrounds are strongly encouraged to apply. This position is available to all without regard to race, color, religion, national origin, disability, age, gender or gender identity, sexual orientation, political affiliation or veteran status. We provide reasonable accommodation for qualified individuals.