

Bi-Lingual Housing Counselor Homeownership Education and Foreclosure Prevention

The Company

Arlington Home Ownership Made Easier, Inc (AHOME) is a 501 (c) 3 non-profit organization that provides homeownership education classes, counseling, financial literacy classes and foreclosure prevention and loss mitigation services. AHOME's target population is low- and moderate- income households and the primary service area is Arlington County and the City of Falls Church

Position Responsibilities

The Bi-Lingual Housing Counselor will work closely with the Executive Director to provide the highest level of homeownership education and foreclosure prevention services to the targeted population. The Bi-Lingual Housing Counselor will be responsible for providing individual counseling, conducting homeownership education classes and assisting the Executive Director with all of the fundraising and administrative duties of the organization.

Professional Qualifications

A Bachelor's degree is required. Applicant should have five or more years of financial experience working with consumers. Applicant should be fluent in Spanish.

Competency: Possess a strong knowledge in the area of homeownership- specifically the homebuying process, budgeting, money management, credit, banking, mortgage financing, down payment assistance, insurance, community involvement, home maintenance, loss mitigation, foreclosure prevention, fair housing, delinquency intervention, refinancing, anti-fraud or anti-predatory lending and relevant local, state and federal laws. Applicant should be familiar with working with a Board of Directors.

Skills: Demonstrate an understanding of adult education techniques and training, cultural competency, facilitation skills and training methods, presentation skills, audio/visual techniques, planning and designing trainings, and participatory training techniques. Applicant should have excellent communication skills both written and verbal. Familiarity with bookkeeping, audit, and compensation functions is desired.

Training: As soon as possible, but within 18 months of being hired, homeownership educators will obtain minimum training as a homeownership educator equivalent to no less than 30 hours of facilitated instruction covering topics including lecture, interactive, demonstration, on-line and case study.

Certification: A certification from the Virginia Association of Housing Counselors is critical to establishing professionalism and value to homeownership education. After completing minimum training, certification will require a homeownership educator to take and pass a comprehensive exam with at least an 80% proficiency. It is recommended that certification be completed as soon as reasonably possible, but no later than 18 months from the start of employment.

Continuing Education: Complete a minimum of 10 hours of continuing education annually in subjects relative to the core content and delivery of homeownership education.

Homeownership Program Operations: Implement and facilitate effective program operations, including outreach and marketing, partnership building with other housing organizations and County government, customer service, customer tracking, reporting, program evaluation, and program design.

Fundraising: Identify funding opportunities, prepare grant proposals, prepare fundraising reports and assist in planning fundraising events.

Hours and Compensation: AHOME seeks the strongest candidate to fill the position of the Bi-Lingual Housing Counselor. This is a 40 hour a week position. Hourly compensation range is \$15 to \$20 an hour depending on candidate's experience. Prefer candidate to work afternoon and/or evening hours. Candidate will be required to work a minimum of one Saturday a month and a minimum of one evening a week to conduct homeownership, financial literacy and foreclosure prevention classes.

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