

## Job Announcement (Revised)

<b>Position:</b> TBRA Coordinator/Housing Counselor	<b>Department:</b> Housing
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 13	<b>Compensation:</b> \$41,680 to \$62,520
<b>Weeks Worked:</b> 52 <b>Revised:</b> May 29, 2020	<b>Work Per Week:</b> 40 Monday – Friday, some evenings/weekends
<b>Opening Date:</b> May 29, 2020	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** This position involves both coordination of rental assistance program for HOPWA clients, and providing direct housing counseling services. Counselor must re-certify rental assistance for HOPWA clients by reviewing the housing plan prepared by the case worker, assessing rent reasonableness, review housing quality standards, and calculate the amount of assistance. When a client moves, the TBRA Coordinator provides relocation assistance by identifying safe affordable housing.

Housing Counseling services include housing workshops in the areas of pre-purchase, financial education, and post-purchase education. The Housing Counselor must be able to perform one-on-one counseling sessions in mortgage default, delinquency, financial management, student loan, pre-purchase, and post-purchase counseling. The TBRA Coordinator/Housing Counselor is directly responsible to the Director of Housing, Energy, Emergency Food & Employment Services for the satisfactory performance of the essential job functions.

**Summary of Requirements:** *Bachelor's Degree* in Social Work, Counseling, or Human Services related fields and three (3) years of job-related experience in housing counseling, budget/credit counseling, real estate, loan processing, underwriting. However, in lieu of the bachelor's degree, four (4) years of housing counseling or other related counseling experience may be substituted. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

**Responsibilities and Duties:** Re-certify rental assistance for HOPWA clients by reviewing the housing plan prepared by the case worker, assessing rent reasonableness, assess housing quality standards, and calculate the amount of assistance.

When a HOPWA client moves, the TBRA Coordinator assists them with identifying safe affordable housing.

Complete all monthly and annual reporting requirements.

Conduct successful interviews with homeowners and renters to establish history and the cause of the default/delinquency.

Provides accurate, relevant and helpful information to assist customers developing solutions in money management, credit related and housing issues via telephone or in one-on-one consultation.

Explore workout options with the customers through a financial review and monthly budget.

Assist homeowners in preparing Loss Mitigation Packages to submit to lenders. Negotiate workout options as necessary with lenders, HUD, VA, etc. on behalf of the customer.

Assist student loan customers with loan analysis and provide advice on repayment options.

Conduct seminars and related one-on-one counseling sessions.

Provide senior citizens with Home Equity Conversion Mortgage (HECM) counseling.

Prepares materials and enroll customers for housing workshops.

Answer questions about housing services and share program information, attend outside meetings with collaborating agencies.

Maintain customer records including documenting all contacts made with customers and all third parties according to SMTCCAC and HUD guidelines.

Utilize CAP60 and Home Counselor Online (HCO) tracking system for case management.

Refer homeowners and renters to other sources of assistance as necessary.

Audits the Housing files to ensure compliance with current regulations.

Participate in special projects as assigned by management.

Other duties as assigned.

**Licenses or Certificates:**

Certifications in Pre-Purchase Homeownership Education, Foreclosure Intervention/Default Counseling, Post Purchase Homeownership Education, Financial Capability, and Must obtain HUD certification within the first six months of employment. Possess a valid Maryland Driver's License.

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Current Certified Driving Record, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing. Must be available to meet with customers on evenings or Saturdays as needed.

**Physical Demands:**

Work requires limited physical effort.

Applications Accepted By: Mail and Online	
<b><u>Mail to:</u></b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b><u>Online at:</u></b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents:</b> The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

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P.O. Box 280, Hughesville, Maryland 20637



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