



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

HOMEOWNERSHIP COUNSELING MANAGER

SUMMARY:

Reporting to the Sr Director, Homeownership & Neighborhood Programs, the Homeownership Counseling Manager (HCM) will provide individualized, comprehensive services and support to homeowner applicants. The HCM will also assist current homeowners to remain successful in their home ownership and help Habitat Wake applicants in general improve their status for eligibility for home ownership.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The HCM will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days).

ESSENTIAL FUNCTIONS:

- Provide individualized, one on one case management for Habitat Wake homeowner applicants;
 - Financial planning and review
 - Educational assessment
 - Family/cultural assessment
 - Wellness assessment
 - Vocational assessment
- Perform basic record-keeping and analysis of participant data;
- Monitor program participants' personal goals of purchasing a Habitat home, securing and maintaining employment, and being able to report to community agencies and funding sources as needed;
- Work to achieve support from various community stakeholders and agencies to help ensure the best interest of homeowner applicants;
- Advocate on behalf of homeowner applicants for access to resources;
 - Family and cultural resources
 - Community support or service programs
 - Financial training resources
 - Educational resources
 - Physical and mental health resources
 - Vocational training resources
- Support individuals/families with moving into Habitat rental properties
- Ensure success of program by increasing & strengthening the pool of approved applicants for Habitat homes
- Ensure that all activities are performed in a manner that is consistent with the mission, vision, values and brand of Habitat for Humanity
- Coordinate with the Homeownership Selection Manager to identify applicants who could be helped toward Habitat home eligibility by specific intervention from Habitat Wake and community resources



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- Conduct basic assessment of the applicant's needs from the application information provided to Habitat such as credit score, employment information, criminal background check, and partner applicants based on the needs assessment with community programs or agencies that will provide assistance to help build equity benefits for the applicant;
- Compile data and report to Habitat Wake leadership as needed on key success measures and program challenges.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent computer skills including Excel, MS Word, MS Publisher, and MS Outlook;
- Ability to efficiently and effectively organize work and time; Ability to work in an office and in neighborhoods with frequent interruptions; Must be a self-starter;
- Current driver's license and vehicle (usage reimbursed at IRS rates) to travel within Wake County;
- Ability to establish and maintain excellent working relationships with Habitat Wake staff, partner families and neighborhood residents.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree or equivalent experience in a related field;
- Experience implementing empowerment methodologies for working with under resourced families and communities;
- Experience providing community development from a Christian framework is highly desired;
- Demonstrated experience in the engagement of volunteers in their work;
- Passion and calling to empower families and revitalize communities; and
- Exceptional communication skills and will have a calm and very pleasant demeanor when working with a wide variety of people.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.