

LONG ISLAND HOUSING SERVICES, INC.

Program: Housing Counseling

Position: Housing Counselor

FLSA Status: Non-exempt

Job Description: Long Island Housing Services (LIHS) seeks to hire a Housing Counselor who is fluent in Spanish and English.

Successful recruit will work under direct supervision of the Housing Counseling Program Manager. The Housing Counselor will provide one-to-one HUD housing counseling and advocacy for Nassau and Suffolk homeowners who are in jeopardy of foreclosure on their primary residence.

HUD Housing Counseling experience preferred, not required. Must pass the HUD Housing Counselor exam and become HUD certified. LIHS will pay for training and exam. Fluent Spanish and English speaking/written skills are required. Collaborative spirit and positive attitude toward change is a must!

Annual salary: \$45,500, negotiable with HUD housing counseling experience, includes generous benefits.

Sample Work Responsibilities:

- Intake/interview new clients and maintain/manage case files through close out
- Provide financial counseling and assist clients to draft/revise household budget
- Provide clients with financial assessment based on income, expenses, and mortgage information
- Provide clients with a personalized action plan
- Prepare/review loan modification proposals/packages for submission to lenders/servicers
- Communicate with lenders/servicers/attorneys and negotiate affordable loan modification terms
- Review loan modification offers with clients and assess affordability
- Assess loan modification denials and assist clients with appealing/reporting if wrongful
- Provide information about foreclosure process and alternatives such as short sale or deed-in-lieu
- Provide legal referrals to clients who need assistance with answering summons and complaint
- Collaborate closely with colleagues including attorneys/housing counselors
- Maintain compliance with all HUD/grantor requirements
- Maintain and submit timely reports on case files/client activity
- Obtain/maintain HUD Housing Counseling Certification and continued education and training requirements

Additional responsibilities may also include special projects and research, outreach, and education of community and industry groups, and other duties as required, such as assistance to advocate for the continuation of funding.

Reliable transportation and distance travel for trainings and conferences is required. May be required to suspend or discontinue any business and/or professional licenses to avoid conflicts of interest (such as real estate, insurance, etc.).

Send resume and cover letter by email, no calls or faxes:

Trina Kokalis, Housing Counseling Program Manager/Supervising Attorney
Email to: Recruitment@LIFairHousing.org, subject line "Housing Counselor"

LIHS is an equal opportunity employer.

LIHS' Mission is the elimination of unlawful housing discrimination and promotion of decent and affordable housing through advocacy and education.

Established in 1969, LIHS is a private non-profit Fair Housing organization, serving Nassau and Suffolk. LIHS counsels clients on Fair Housing Rights, First Time Home Buyer, Mortgage Default and Foreclosure Prevention, Rental Topics, and Homelessness Prevention.