



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** HUD Housing Counselor

**Location:** Newport News

**Component:** Housing

**Summary/Objective:** To ensure consistency in the quality of homeownership and foreclosure intervention counseling efforts.

**Qualifications:** Candidates must have a designation as a Certified Housing Counselor, H.E.C.M. Certification a plus. Two years of experience in housing counseling preferred. Bachelor Degree in related field and bi-lingual a plus. Criminal Record Check, Credit check, and a Virginia driver's license required for employment.

**Duties:** Provide personalized counseling in areas such as reverse mortgage, foreclosure prevention, credit, budgeting, and delinquency. Maintain listings of available housing resources and provides placement assistants, referral and guidance for intake clients. Collect and maintain specific information from clients in accordance with laws and governing organizations. Ensure program activities, files, data, and reporting processes meet or exceed HUD housing counseling and National Industry Standards. Teach and facilitate periodic First-time Homeownership classes. Educate perspective borrowers in the home buying and financing process. Provide follow up support as necessary to alleviate homeowner default.

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607.

**Closing Date:** Applications accepted until filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer