

Housing Services Mid Michigan  
PO Box 746, Charlotte, MI 48813, charry@hs-mm.org  
Ph: 517-541-1180 Fax: 517-541-0269

**Position Description**  
**Foreclosure Prevention Specialist**

**Hours:** 29 hrs per week during business hours: 8:30-5:00 Mon-Fri

**Probationary Period:** 90 days

**Education:** Some coursework in the human services field OR four years' experience in housing assistance will waive education requirement.

**Experience:** Minimum of two year's experience in human services/social work or banking/loans. Prefer experience with housing counseling including foreclosure prevention.

**Wage:** \$15.00/hr (increase after passing exam and becoming HUD certified)

**Benefits:** paid mileage (to meetings), paid holidays, vacation & sick time, Flex Plan option, 403B option

**Responsibilities:**

- Provide services in accordance with the policies and procedures of HSMM
- See walk-in clients, and answer telephone calls from clients in danger of foreclosure
- Complete an intake and assessment on clients who are eligible for appointments
- Be willing to travel to Barry county (Hastings) for occasional appointments
- Prepare an action plan with clients and refer to appropriate resources for assistance
- Work with Loss Mitigation departments in mortgage companies to advocate for client
- Assist clients with completing paperwork and fax/email necessary documents in order to apply for loan modifications, Hardest Hit programs, etc
- Conduct two-way phone calls with the client and their mortgage companies
- Strengthen and create relationships with local financial institutions and community agencies to develop a referral process
- Act as a knowledgeable resource for clients on current programs to save their homes
- Provide short-term follow-up with client and mortgage company as needed
- Work cooperatively with other staff members and agencies to assist clients
- Enter client information into the computer systems (Counselor Max) and track your time according to grant requirements
- Conducting one-on-one Lender referral appointments
- Managing the online Home-buyer Education courses and holding follow-up phone calls with participants
- Assist with fundraising efforts, social media campaigns, and website updates
- Attend trainings including HUD Housing Counselor certification training. Become HUD Certified by passing an exam
- Other duties as may be assigned by Executive Director/Lead Case Manager