



P.O. Box 16356  
St. Louis, Missouri 63125

The Housing Partnership, Inc.

Homeownership Advisor / Down Payment Assistance Processor Job Description

The advisor / processor is responsible for the overall file management for clients entering the housing counseling and financial capabilities programming for individuals and households in the St. Louis region. The primary function is to establish and maintain client files of the Homebuyer Services Program to ensure conformity to the HUD Counseling Handbook guidelines and individual program funder requirements. Other programs include home repair, credit building, financial capabilities, coaching and counseling, money management, personal credit building, residential mortgages and real estate, hazard insurance coverage and home purchase closing transactions.

The day to day job activities ensure the proper systems, policies and procedures are in place and followed in order to successfully manage the files necessary for the programs to achieve program goals.

Responsibilities:

- Work with clients and program partners to secure the required file documents. Review documents received for individual programs for accuracy and completeness and perform initial prequalification function.
- One determined to be initially qualified to participated in the program, set up electronic and paper files in accordance with file stacking protocols and prepare list of documents still needed for each particular program or funding source.
- Assist in obtaining all additional documents and manage file through the completion of the program including loan closing and home repairs (if applicable) and final file closeout.
- Ensure that electronic and hard copy files are maintained securely and in locked file cabinets.
- Oversee the maintenance of customer management system (Counselor Max and others) for reporting and tracking purposes on a monthly basis.
- Maintain program knowledge in order to be able to explain various program requirements to the public at large and via telephone, email and in-person.
- Perform other duties as deemed necessary.

Personal Qualities:

- Highly motivated self-starter with the ability to interact and articulate effectively and confidently with individuals at differing social and economic levels.
- Ability to work independently and as a productive team member.
- Detailed oriented with the ability to manage the big picture and specific goals.
- Ability to review, analyze and negotiate situations in order to form strategies to meet specific goals in addition to breaking obstacles down into manageable steps in order to avoid customers from becoming overwhelmed.
- Excellent interpersonal skills and willingness to work a flexible schedule including limited evenings and weekends.

Required experience and qualifications

- Minimum of five years of experience in homeownership lending, real estate, public education, case management or related field.
- Knowledge of Windows Operating System and Microsoft Suite.
- Familiarity with underwriting guidelines for affordable home mortgage products and the loan origination, and homebuying processes in general.

Supervises – None

Supervisor – Community Asset Manager

Salary and Benefits

Part-time position with benefits as determined in The Housing Partnership, Inc. Employee Handbook.

Please submit resume to:

Executive Director

The Housing Partnership, Inc.

P.O. Box 16356

St Louis, Missouri 63125

Or

Via e-mail to: info @ thehousingpartnershipstl dot org

This position requires a valid driver's license with a dependable vehicle and current auto insurance.

**The Housing Partnership, Inc. is an Equal Employment Opportunity Employer.**