



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Housing Counselor I	Full Time/Non Exempt	11/22/2017
Department/Location	Entry	Closing Date
CCCS/Dick Street	\$15.43 per hr	Open Until Filled (Revised 11/29/2017)

Required Education & Experience:

Bachelor’s Degree in (four year college or university) in Counseling, Business, Personal Finance, Real Estate or related field. Two to 2 four years professional experience in counseling, loan origination, banking or real estate.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

- Provides counseling, advice and assistance to individuals seeking accurate and relevant homeownership.
- Confers with client to identify their housing related goals. Identifies root cause of problems and offers options to assist.
 - Analyze each client’s specific individual situation to focus resources of community on resolving individual housing or financial needs.
 - Provide professional education, information and guidance to aid the client in making an informed selection of options.
 - Provide clients with information on all aspects of the home buying process and requirements.
 - Provide client with mortgage or rental delinquency and default advice and assistance.
 - Make referrals to other community resources as needed to resolve client’s problems to include debt management.

Knowledge:

- Applicant must be able to:
- Exhibit effective analytical and problem solving skills.
 - Have an understanding of the processes involved in the areas of real estate purchases, documents, etc.
 - Have knowledge of Internet and spread sheet software and experience with processing programs such as Microsoft Office.

Required Certifications:

Consumer Credit Counseling Certification from NFCC; Housing Counseling certificate from NCAHC; Reverse Equity certificate and Predatory Lending certificate from NCHFA or ability to successfully complete certification exams within 12 months required. Employee must maintain all certifications.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.ActionPathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.