

## **PARKVIEW SERVICES**

18551 Aurora Avenue North, Suite 200

Shoreline, WA 98133-3392

[www.parkviewservices.org](http://www.parkviewservices.org)

### **Homeownership Housing Counselor**

Parkview Services, a longstanding progressive non-profit organization supporting people with developmental disabilities and their families, seeks a Part Time Housing Counselor (20 hours per week) to work with families and individuals with disabilities to help them gain stability and build equity. We have helped 15 households purchase their first homes and expect to help 10 more by the end of 2008.

The Housing Counselor will directly implement PARKVIEW SERVICES' Homeownership Program homebuyer education and counseling functions. The Housing Counselor will report to the Director of Homeownership.

#### **The Housing Counselor's mission is to work with the PARKVIEW SERVICES team to:**

- ◆ Affirmatively market Parkview Services homeownership program in the King County area.
- ◆ Provide high quality information, training and support to Parkview Services clients throughout the entire relationship life cycle (program exploration, purchase readiness, home purchase, and homeownership.)
- ◆ Maintain and build close, productive working relationships with all program partners.
- ◆ Ensure best-practice level service delivery, program systems and record keeping.

#### **Job Duties:**

- ◆ Provide homebuyer education, training and support for Parkview Services homebuyers and Program partners throughout the home purchase process.
- ◆ Determine and document compliance and subsidy eligibility for potential buyers from multiple sources, and continue to verify program compliance through closing.
- ◆ Review Parkview Services Note and Deed of Trust and other documents related to the transaction with homebuyers.
- ◆ Maintain detailed case file records on client activity following existing protocol, and compile data to contribute to program reporting.

#### **Specific Duties:**

- ◆ Oversee and update the homebuyer education curriculum.
- ◆ Staff regularly scheduled homebuyer orientations and conduct follow up with participants.
- ◆ Work with potential homebuyers to help them decide if homeownership is right for them and if so prepare them for it.
- ◆ Determine and document that homebuyers meet eligibility and Program guidelines for multiple levels of subsidy (including City, County, State, private, lending partner, and Fannie Mae programs).
- ◆ Provide on-going education and technical assistance to PARKVIEW SERVICES homebuyers through the home purchase process (including detailed reviews of purchase and sale agreements, home inspections, closing, etc.)
- ◆ Maintain organized records of compliance documentation, counseling notes for each client in physical file and in Home Counselor Online (HCO), and transaction documentation for each closing.
- ◆ Maintain and utilize database of potential homebuyers.
- ◆ Provide post-purchase support to PARKVIEW SERVICES homeowners.

#### **Support Tasks:**

- ◆ Coordinate PARKVIEW SERVICES homeowner events and trainings.
- ◆ Other duties as assigned.

Parkview Services

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**The ideal candidate will have:**

- ◆ Proficiency in a second language (Spanish, Asian languages, or African languages).
- ◆ Experience in real estate sales, particularly for first-time homebuyers.
- ◆ Experience in counseling potential homeowners and knowledge of the home-buying process.
- ◆ Experience working with people who have disabilities.
- ◆ A thorough understanding of mortgage financing.
- ◆ A highly detail-oriented and organized approach to work.
- ◆ Good public speaking abilities and strong “people skills.”
- ◆ An ability to multi-task and prioritize micro and macro work duties.
- ◆ Comfort working in a small organization with minimal administrative support.
- ◆ Strong personal and professional commitment to affordable housing and independence for persons with disabilities.
- ◆ Good oral and written communication skills, particularly for adult audiences.
- ◆ Experience working with diverse constituencies within King County.
- ◆ Knowledge and experience using Microsoft Word, and Excel.
- ◆ Experience in desktop publishing (Adobe InDesign).
- ◆ Ability to work both independently and as a team member.
- ◆ Ability to travel locally, while carrying acceptable insurance on one’s own vehicle and holding a valid driver’s license.

*Transportation, evening and weekend work will be required.*

**Supervisor:** Director of Homeownership  
**Hours:** Part Time, 20 hours per week.  
**Starting Wage:** DOE  
**Starts:** January 2008.

**Hiring Process:**

PARKVIEW SERVICES will accept applications until there is a sufficient pool of qualified applicants. PARKVIEW SERVICES is an equal opportunity employer. Parkview Services is an equal opportunity employer, working toward a diverse workplace. People of color, women, LGBTQ , immigrants, and people with disabilities are encouraged to apply.

**How to Apply:**

Submit cover letter addressing how you meet the job requirements, resume and names and contacts for three references to:

Parkview Services  
18551 Aurora Ave N, Suite 200  
Shoreline, WA 98133-3392  
Attn: Homeownership Housing Counselor Position

Fax: (206) 542-6608

E-mail submissions to: <mailto:marc@parkviewservices.org>

Homeownership Housing Counselor Position in subject line.

Questions? Contact Marc Cote, Director of Homeownership - <mailto:marc@parkviewservices.org>