



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcement

Homeowner Education Manager

Rocky has an opening for a Homeowner Education Manager, part-time, 32-40 hours per week. The salary for this position is \$17.29 per hour, plus Rocky's generous benefit package: health/dental/vision/life insurance, retirement plan, paid holidays, sick & vacation leave. This position is forecasted to have a hire date of approximately July 8, 2019.

The position is responsible for all components of the Homeowner Education program including intake and screening of homebuyer education clients, one on one financial/budgeting counseling, facilitating the monthly homebuyer education course, and reporting to NeighborWorks Montana.

Duties and Responsibilities:

1. Scheduling and meeting with clients.
2. Conducting one on one counseling sessions with prospective educational clients.
3. Pulling credit reports and extensive review with clients.
4. Completing phone counseling sessions at the request of network partners and/or NeighborWorks Montana with clients from other programs.
5. Presenting topics during Homebuyer Education classes ranging from budgeting and credit to title company closing procedures.
6. Financial/Budget counseling with homebuyer education clients (one on one or group depending on need) with extensive follow-up on designed action plans.
7. Reporting of all First Time Homebuyers and Budgeting clients through Counselor Max (NeighborWorks reporting software) to ensure reimbursement to Rocky for services rendered per contract with NeighborWorks within the required reporting deadlines.
8. Planning, organizing, arranging speakers and facilitating monthly Homebuyer Education class.
9. Other duties as assigned.

Knowledge of:

- financial counseling and budgeting.
- credit reports, terminology and content.
- caseworker practices.
- Microsoft Office Products (proficient use of).
- grant writing and/or fundraising processes.

Ability to:

- communicate effectively in public and in writing.
- counsel one on one or in a group on financial issues that affect client's ability to purchase a home and remedy the issue.
- establish and maintain effective working relationships.
- work with and understand the needs of low-income individuals.
- handle stressful situations in a calm and professional manner.
- work one Saturday a month when classes are held.
- evaluate educational class content and re-design if necessary based on client feedback.

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP

Education and Experience:

The knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to an Associate's Degree and three to five years' related work experience preferred. Other combinations of education and experience, which could provide the knowledge and abilities, will be evaluated. Must complete the "Homebuyer Education Methods: Train the Trainer" course offered by NeighborWorks America within 6 months of hire. Must become HUD Certified. Must Complete a HUD Housing Counselor Certification Proctored Exam before 08/01/2020. Must complete the following NCHCEC certifications within 6 months of hire: Pre Purchase Homeownership Education and Homeownership Counseling. Required certifications must be maintained during employment in this position, which includes out of state travel. Experience coaching individuals in financial security and/or establishing and achieving goals is preferred.

Must be able to travel out of state for training August 18 – 24, 2019 and one of the first two weeks in December, 2019 (training dates not yet confirmed).

Must have a valid Montana driver's license, reliable vehicle, current liability insurance, and be approved as a driver by Rocky's insurance carrier. Must be able to pass a criminal background check.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, resume and letter of interest. Applications are available from Rocky and www.rmdc.net. Incomplete application materials will not be processed. Completed application packages must be received by Rocky Human Resource Office PO Box 1717, Helena MT 59624-1717. Applications must be received no later than Wednesday, June 19, 2019 at 5:00 PM. Rocky is an EEO employer.