

Urban Edge

Urban Edge

Title: Foreclosure Prevention Specialist **Date:** December 5, 2014
Dept: Community Programs **Reports to:** Dir of Community Programs
Pay Range: Grade 3 **FLSA:** Exempt

Summary of Responsibilities:

This associate must have experience in underwriting or real estate in order to assist residential property owners who are in jeopardy of losing their homes to foreclosure. The position requires a self-started who will work with a team of professionals in Community Programs to provide a range of services including credit counseling, home-ownership counseling and lending for rehab and de-leading houses. A second language is preferred. Some of the key functions of this position include:

- Working with clients to develop strategies to prevent foreclosure and to develop a financial plan to avoid the possibility of foreclosure in the future.
- Advocating for clients with holders of the mortgage documents and negotiation terms to forestall foreclosure and protect the homeowner's rights.
- Assisting clients to obtain new funding when needed, as well as, possible bridge loans to avoid foreclosure.
- Working with other team members to sell the clients property if foreclosure prevention cannot be achieved.

Essential Duties and Responsibilities Include:

1. Overseeing the operation of foreclosure prevention services for distressed homeowners, including analyzing, collecting and maintaining all documents.
2. Meeting all of the reporting requirements relating to various foreclosure prevention programs which Urban Edge has been contracted.
3. Managing a portfolio of loans made to clients referred through foreclosure prevention collaborating agencies.
4. Staying current with loss mitigation options and industry changes through research and continuing education.
5. Working closely with the banking community to build collaborations that provide first mortgage products to families with credit issues.
6. Working closely with the legal community to develop a cadre of lawyers and pro-bono legal firms that specialize in foreclosure workouts and dispositions.
7. Marketing Community Programs' services and coordinating access to these services with other team members.
8. Representing Urban Edge at community events.
9. Performing other duties which may be assigned.

Knowledge:

- Familiar with real estate and banking policies and practices.
- Familiar with activities, programs and mission of CDCs.
- Familiar with federal and state compliance for lending practices.
- Familiar with agencies and institutions involved in housing in Boston.

- Experience in working in multi-cultural organizations and communities.

Skills:

- Demonstrated competency in word processing, spreadsheets and database management.
- Demonstrated ability to interact positively with the public and staff.
- Demonstrated ability to communicate effectively and tactfully on the phone.
- Demonstrated ability to handle a variety of tasks simultaneously and in logical sequence.
- Ability to show accuracy, timeliness, and follow-up on tasks
- Ability to work with and understand people of all ethnic backgrounds and understand the problems of the residents.
- Ability to work independently and to make judgments within the scope of the job
- Demonstrated ability to express thoughts, perceptions, and ideas clearly and concisely, verbally and in writing.

Supervision Received:

General Supervision - Works under general supervision. Assignments are received in both objective and task-oriented terms. Follows established procedures, policies and precedents. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Contacts:

- Works cooperatively with several departments within the organization.
- Has frequent outside contacts.
- Works with the public on a regular basis requiring tact and discretion.

Working Conditions:

- Most work is in an office setting.

Education:

College degree preferred

Experience:

At least 3 years of experience in counseling and loss mitigation applications.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Approval: _____ Date: _____