



POSITION TITLE: Housing Advisor & Financial Coach
SUPERVISOR: Director of Homeownership
STATUS: Exempt

About Us

Founded in 1974, cdcB | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcB is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcB is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

The Housing Advisor/Financial Coach's responsibility is to provide participants with financial coaching and housing counseling to assist them to achieve financial security and build financial health and wealth. Specifically, they work with individuals and clients with one-to-one financial coaching to engage them in a process to reach their individual financial goals. In addition, financial coaches provide financial education workshops.

Duties and Responsibilities

- Provide one-on-one coaching/counseling for participants of CDCB's programs including homeownership, home preservation, CLC clients and general members of the community.
- Assist borrowers in default or at risk of foreclosure in preparing the information and documentation required by the servicer for evaluation of workout option in foreclosure prevention and creating an acceptable repayment plan.
- Conduct follow up communications with servicers and borrowers as needed to ensure receipt by servicer, address deficiencies in package, inquire about status of cases and escalate as needed.
- Assist clients in establishing a work plan to reach their financial goals.

www.cdcB.org
info@cdcB.org
(956) 541-4955
901 East Levee Street
Brownsville, Tx 78520





- Assess each client's household financial profile and financial health in order to determine appropriate recommendations to improve credit, savings, and capacity to reach financial goals.
- Monitor participants progress toward financial goals and home purchase through follow up appointments.
- Document and maintain client files.
- Enter all case information into Outcome tracker to allow for accurate monitoring and reporting.
- Travel to meet with clients and provide necessary housing advising and financial coaching on-site.
- Develop and maintain relationships with community partners.
- Carry out additional duties as assigned

Required Qualifications, Skills and Experience

- Completely fluent in Spanish.
- High School Diploma or general education degree (GED) or higher; one to two years related experience and/or training; or equivalent combination of education and experience.
- Proficiency with Microsoft programs and email.
- Employee must be able to work in close contact with small and large groups

Supervisory Responsibilities

- N/A

Compensation and Benefits

- Salary – Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcb.
- Life Insurance
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: ksaldana@cdcb.org

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER

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