

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Education Coordinator

WHO MAY APPLY: All qualified individuals

WORKSITE: 7 North 31st Street

RATE: \$16.00 - \$19.00 per hour/DOE

HOURS: 40 hours per week

DUTIES: See Job Description

OPENING DATE: March 14, 2019

CLOSING DATE: Open until filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form or
Letter of Interest to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103
www.hrdc7.org/employment**

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Education Coordinator	Department/Program: Housing/Asset Development
Reports To (Title): Program Manager	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Associated Employers	Revision Date: March 14, 2019

JOB SUMMARY

This position will be responsible for coordinating and conducting HUD certified Homebuyer Education classes, Rental Education classes, and financial literacy workshops on a variety of topics including budgeting, savings, credit, and insurance. The Education Coordinator will participate in Volunteer Income Tax Assistance (VITA), and work cooperatively with team members to promote asset development and homeownership as a means of achieving financial stability. The Education Coordinator will provide Housing and Urban Development (HUD) compliant individual pre-purchase and post-purchase counseling. NCHEC (Neighborworks Center for Homeownership Education and Counseling) certification is required, or the ability to attend training and pass the required tests.

ESSENTIAL DUTIES

- Schedule, coordinate, and facilitate all group education offered through The Home Center in accordance with National Industry Standards. This includes HUD certified First Time Homebuyer classes, *RENT STRONG* tenant classes, personal money management workshops, and other educational venues as needed.
- Develop and maintain relevant curriculum and training materials for each category of education. Produce relevant handouts and information for classes and maintain files organized by topic (budget, credit, lending products, rental resources etc.) for team member use.
- Utilize client pre- and post- surveys to evaluate effectiveness of education programs and implement any necessary improvements.
- Collect and input client information correctly and timely, using appropriate data tracking system. Maintain complete files, ensuring that private information is secure. Generate accurate reports as required, including quarterly and annual activities reports.
- Support students requiring additional assistance with individual coaching as needed. Facilitate referrals as appropriate.
- Develop and maintain relationships with community and business partners. Recruit and manage volunteers, who are experts in various fields to act as guest presenters, consult on curriculum, or

participate in *Volunteer Income Tax Assistance* (VITA). Prepare and deliver quarterly communications relevant to specific groups, such as: class schedule updates for real estate partners (i.e., lenders, realtors, homebuilders).

- Gather intake data from potential clients to determine if they might be assisted with housing counseling and/or a referral to another program or agency that can assist with their needs.
- Provide HUD compliant pre-purchase and post-purchase counseling to clients in person and with alternative formats if mutually acceptable.
- Create an action plan that identifies strategies and tasks that will aid the client to achieve their housing goal, as well as other financial goals.
- Assist clients in their search for housing, filling out rental applications, interpreting leases and understanding tenant rights and responsibilities.
- Establishes, updates, maintains and communicates a list of available housing opportunities
- Reviews Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) scores and matches clients to housing type via Coordinated Entry System protocols.
- Attend Case Conferencing meetings
- Promote tax-time savings initiatives at the VITA site. Become certified as a VITA volunteer to prepare taxes, greet, or coordinate as needed during tax season.
- Represent The Home Center, a project of HRDC7, in a consistently professional manner at workshops, classes, community presentations, and other events.
- Assist in overall mission of Home Center programs, working in a team environment to effectively complete other duties as assigned.

Additional Knowledge, Skills and Abilities:

- Knowledge in fields of mortgage lending, real estate, and financial capability is preferred
- Ability to communicate effectively to a group, in a classroom or professional setting.
- Understand and adhere to the *National Industry Standards for Homeownership Education and Counseling* code of ethics.
- Ability to work flexible hours, including evenings and weekends.
- Requires excellent time-management and ability to work independently in a team environment.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Human Services or related field, or High School Diploma or GED and at least four years experience in related human services field, or equivalent combination of education and experience to fully meet the required minimum job qualifications.

Licenses and/or Certifications:

- Experience in lending, financial services, real estate, or education is preferred
- Adopt the *National Industry Standards for Homeownership Education and Counseling* code of ethics
- Must be HUD certified in Homebuyer education, or complete training requirements within ninety (90) days from date of hire; must also maintain the *NCHEC Certification in Homebuyer Education*.
- Must satisfactorily complete VITA certification for advanced level tax preparation and site

coordination.

- The employee must also possess the ability to become certified in Homeownership Counseling
- Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc. Will also be required to drive to other locations, and prepare classroom; moving table and chairs, and carrying materials from car to building.

WORK ENVIRONMENT

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds, drive short distances, stand for an hour at a time, maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station, and periods of standing speak to groups in varied classroom venues.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those position(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately I the event that I am unable to fulfill any or all of the duties as outlined above. I understand that HRDC-7 reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature

Date