



## Foreclosure & Eviction Counselor

### Description:

Manna Inc. is a nonprofit developer of affordable rental and ownership housing, a condominium and homeowner association manager, and a HUD approved housing counseling agency. For the past 40 years, Manna has invested over \$350 million in District of Columbia neighborhoods and have helped over 2,000 low- and moderate-income households become homeowners.

Manna Inc. seeks a rental eviction & foreclosure prevention specialist. This position works with homeowners and tenants through the metro area at risk for losing their housing. The successful candidate will have certification as Level 3 or Level 5 Foreclosure Counselor, as well as certification as a HUD housing counselor.

### Responsibilities:

- Maintain confidential, accurate records (case management)
- Provide counseling to those at risk for losing their ownership or tenancy of their homes
- Assess clients' eligibility for available programs
- Work with lenders, courts, attorneys, associations, and landlords to prevent foreclosure/eviction
- Maintain timely communications with clients and work with client to achieve housing stability
- Provide reports on deadline to funders and government entities.
- Assist, as needed, with credit counseling clients
- Other tasks as assigned

### Qualifications:

- HUD housing counselor certification
- Level 3 foreclosure [Level 5 preferred]
- Three to Five years' experience in case management
- Ability to communicate with a variety of people
- Proficient & fluent English (English/Spanish preferred)
- Highly motivated. Problem solver. Able to meet deadlines.
- Excellent computer skills

### Location:

- Currently, hybrid (office work and teleworking).

*We change lives, neighborhoods, and history.*

6856 Eastern Ave. NW Suite 100 Washington DC 20012 | Tel: 202-832-1845 | Fax: 202-521-0602 | [www.mannadc.org](http://www.mannadc.org)





**Hours:**

- Full-time schedule
- Hours (9:00 am to 5:00 pm)
- Some Saturdays for teaching webinars and occasional evening hours

**Compensation:** \$55,000.00 - \$65,000.00 per year commensurate with experience, and benefits.

**To apply submit the following:**

- Cover Letter
- Resume
- Send to [MannaHR@Mail.com](mailto:MannaHR@Mail.com)

**Manna Inc. is an equal opportunity employer**

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