



CAPITAL WORKFORCE PARTNERS

POSITION DESCRIPTION

Mortgage Specialist (MCJTP)
Full Time Hartford, CT 06103

Title: **Mortgage Specialist (MCJTP)**

Location: Hartford

Schedule: Monday - Friday 8:30 am – 5:00 pm. This position requires 5 days on-site, in Hartford, CT and assigned territories.

What's In It for You:

- **Compensation: Starting at \$56,000 to \$60,000.00 Annually**
- **A robust Total Rewards package including 401(k) plan with a 3% employer contribution to Safe Harbor, Comprehensive group insurance benefits including Medical, Dental, & Vision, company-paid Short & Long Term Disability, and voluntary benefits, 26 days of Paid Time Off (pro-rated in 1st year employment), Paid Holidays plus 1 Floating Holiday, Work-Life Integration, and more!**

Who we are:

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency, and Trust.

JOB SUMMARY: The **Mortgage Specialist** is responsible for effectively marketing and representing the State of CT Mortgage Crisis Job Training Program. Incumbent will meet with existing and new partners to promote interest in the program that will lead to client referrals and provide services to clients that will lead to retention of homes.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

- Conduct intake and assessment of client's financial, credit and debt profile, assist with development of resolution strategies, and coordinate referral process to counseling partners.
- Meet with clients to determine available skills and discuss opportunities for suitable career options.
- Facilitate customized job training services enabling client's careers advancement and achievement of credentials and skills.
- Provide unemployed or underemployed clients with job search preparation assistance.
- Refer to program mandated financial fitness education programs, as well as credit counseling sessions and foreclosure prevention workshops.
- Introduce clients to support programs available through the Connecticut One-Stop system.
- Conduct follow-up with clients at timely intervals and provide support services when necessary.
- Report to and communicate with One Stop Coordinator for issues regarding program performance and reporting.

“JOB SPECIFIC” COMPETENCIES, SKILLS AND ABILITIES:

- Utilize time management skills to organize and prioritize work assignments to meet program goals.
- Work cooperatively and effectively with individuals and groups.
- Interact with individuals from different cultural and socioeconomic backgrounds.
- Provide guidance on resume development, job search techniques and interview skills.
- Develop contacts that provide intensive services for job search preparation.
- Provide information for job placement.
- Strong communication, counselling and computer skills a must.

EXPERIENCE & EDUCATION:

- Bachelor’s degree in Business or a related field, required.
- Three years related work experience in housing, lending, or real estate desired.
- Ideal candidate will possess thorough understanding of workforce development programs, including the American Job Center System, mortgage, lending and foreclosure programs and the government initiatives which support job placement and housing concerns.

SPECIAL WORKING CONDITIONS:

- Fast paced environment with multiple priorities and frequent deadlines.
- Availability in the evenings and some weekends, required.
- Incumbent will be required to travel to various locations in the North Central region. The position requires the ability to drive or to arrange for alternate transportation.
- Requires travel to Middlesex, Tolland, New London, and Windham counties.