



The Minnesota Chippewa Tribe

JOB ANNOUNCEMENT

Title: Homeowners Advocate
Status: Regular Full-Time (40 hours per week)
Pay: \$18.55 per hour; full fringe benefits
Deadline: Friday, September 14, 2018

Description: The Homeowner's Advocate is responsible for administering the Delinquency Procedures as set forth by the Minnesota Chippewa Tribe's Finance Corporation, and for counseling families on budgeting and the financial obligations of homeownership. Duties include, but not limited to:

- Implement procedures to work with delinquent homeowners.
- Counsel and advise delinquent homeowners to assist them in bringing their accounts up to date.
- Conduct financial analysis and/or budget update while conducting a site visit, in addition to gathering outside photos or video of the structure.
- Possess a working knowledge of foreclosure assistance available through other agencies.
- Utilize software collection tools when counseling and advising clients.
- Report findings of site visits to the Finance Director, provide recommendations for future action(s).
- Provide findings of facts, and recommendations if a payment is more than 90-days late.
- Identify solutions for delinquent accounts, including modifications, involuntary payroll deductions, garnishments, payment agreements, forbearance relief, or deed in lieu of foreclosure.
- Query internal system(s) and generate various letters to delinquent homeowners.
- Prepare quarterly delinquency reports for the Finance Director as requested.
- Maintain documentation of all correspondence both oral and written, in the account holder's personal loan service file.
- Perform HUD 184 delinquent loan reporting.

Qualifications:

- Bachelor's Degree in Business or Finance preferred, or, experience in counseling clients on budgeting and financial matters required.
- Ability to relate to all types of people in a friendly, positive, and professional manner.
- Interviewing and counseling skills to effectively communicate with delinquent homeowners.
- Possess ability to learn collection laws and Tribal court procedures regarding legal action.
- Working knowledge of computers, including word processing and query capabilities.
- Excellent oral and written communication skills.
- Good organizational skills.
- Must have a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

Visit www.mnchippewatribe.org for Application

Send Application and Resume To:

Joel Smith, Director of Administration, The Minnesota Chippewa Tribe
PO Box 217 Cass Lake, MN 56633
EEO-American Indian Preference

Administration
218-335-8581
Toll Free: 888-322-7688
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Home Loan
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