

## Homeownership Mentor Virtual Volunteer Activity Description

### Summary/Objective

Looking for committed individuals to help households become financially prepared to qualify to buy a home. You will help families reduce debt, save money, and improve their credit scores.

*"Mentorship is a brain to pick, an ear to listen, and a push in the right direction." – John C. Crosby*

### Essential Activities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential activities, if needed. Tasks will include:

1. Review applicants' income and credit summaries and create individualized Homebuyer Ready Plans which will guide applicants toward approval for our Homeownership Program.
2. Follow up as indicated in the Homebuyer Ready Plans (monthly or quarterly).
3. Promote and commend positive credit behavior.
4. Motivate applicants to persist in their efforts to achieve homeownership.
5. Encourage applicants to re-apply after they have corrected the items identified in their Homebuyer Ready Plans.
6. Report applicants' progress to our Homeowner Services team.
7. Mentor 2-5 applicants at any given time.

### Competencies

1. Strong cross-cultural communication skills are important
  - a. Relate with individuals and their challenges in an objective, empathetic, friendly but helpful and knowledgeable manner without pre-judgment
  - b. Some knowledge of community resources or social services helpful
2. Passionate about the Habitat for Humanity mission and purpose
3. High energy and the ability to function effectively with a minimum of daily direction and support
4. Excellent organizational and communication skills
5. Ability to work on multiple cases at once

### Education and Experience - Recommended

- Experience in Credit/Housing Counseling, Loan Underwriting, Social Work, Case Management or Financial Planning or equivalent training preferred
- Fluency in Spanish or Creole helpful
- Mentoring experience a plus, but not required

**Commitment/Time Involvement**

- We ask for a minimum commitment of twelve (12) months.
  - We estimate the average time commitment for this position to be 8-12 hours/mo.
- Monthly/Quarterly follow ups with clients
- Monthly Mentorship meetings – 1<sup>st</sup> Tuesday of the month from 6-8p.m.

**If interested:**

Please call or email Pharah Dutrevil at:

Pharah Dutrevil  
Homeowner Services Coordinator  
(407)574-3529  
[PDutrevil@habitorlandoosceola.org](mailto:PDutrevil@habitorlandoosceola.org)



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Mentor

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Date

