

## **LOSS MITIGATION COORDINATOR**

**APPLICATION DEADLINE IS THURSDAY, SEPTEMBER 1, 2016 AT 11:59PM**

**Division:** Mortgage Loan Servicing  
**Reports to:** Collection and Foreclosure Manager  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-Time  
**Salary Grade:** 32  
**Monthly Salary Range Minimum:** \$3,533  
**FLSA Classification:** Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Serves as a lead and Subject Matter Expert for loss mitigation and foreclosure team; coordinates, analyzes and completes activities relating to borrower assistance in the collection of mortgage amounts due and loss mitigation process. This work requires direct contact with the public, the exercise of good judgment and the application of Tennessee Housing Development Agency (THDA) policies and procedures as they relate to the Loss Mitigation waterfall process, the application of payment workout arrangements, negotiation of amounts past due, borrower counseling and other general customer service inquiries.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Serves as a lead and Subject Matter Expert for loss mitigation and foreclosure staff, answering their questions and assisting them in resolving customer issues.
- Serves as the primary point of contact for customers in the loss mitigation process.
- Makes outgoing calls to customers attempting to assess their ability to qualify for workout arrangements, updates their reasons for default and obtains satisfactory arrangements to bring accounts back into a current standing in accordance with guidelines, policies and procedures.
- Answers incoming phone calls and responds to customer requests for information on their accounts.
- Sets active follow up arrangements on accounts, records notes and financial data.
- Collects detailed financial information from families, verifies income, expenses and other hardship information.
- Follows insurer guidelines for delinquent account management and collects documentation to support account activity and the workout options recommended for approval.
- Provides clear communication to borrowers of their options to avoid foreclosure and documents the file for cooperation with recommended action.
- Provides phone support through the Loan Servicing call center including incoming and outgoing follow up communications.
- Provides assistance with mailing letters, forms or other customer contact.
- Assists customers with web site functionality, password resets, and other requests for account data.
- Maintains and files electronic information to customer accounts with proper noting and documentation.
- Assists with error resolution and customer complaint tracking.
- Provides back up for other Loan Servicing functions.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Loss Mitigation Coordinator (Coordinator 1)

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**Education and Experience:**

- High school diploma or GED, with a 2 year or 4 year higher education degree preferred.
- One year of mortgage loss mitigation experience, mortgage collections experience or other foreclosure avoidance experience.
- At least 2 years of Federal Housing Administration (FHA) mortgage servicing experience preferred.
- Experience working under Consumer Financial Protection Bureau (CFPB) rules and other regulatory requirements for default servicing preferred.
- Successful completion of Mortgage Bankers Association "Basics of Mortgage Servicing" course preferred.
- Successful completion of Mortgage Bankers Association "Loss Mitigation" course preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Ability to effectively coach and mentor staff.
- Excellent customer service skills.
- Excellent telephone etiquette.
- Excellent verbal and written communication skills.
- Excellent math skills, specifically dealing with mortgage payment calculations.
- Ability to accurately enter data into electronic systems.
- Strong interpersonal skills; ability to deal with difficult customers enduring financial hardship.
- Builds and maintains positive relationships with internal and external constituents.
- Ability to work effectively as part of a team.
- Ability to plan and organize a large workload.
- Maintains high level of confidentiality.
- Strong organizational and time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely with a high level of detail.
- Ability to read, follow and interpret instructions, regulations and policies.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- The ability to use a phone headset for long periods of time.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG/CAREERS](http://WWW.THDA.ORG/CAREERS) AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS**