



CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.

January 18, 2013

TO: **C.A.C.S. EMPLOYEES & RECRUITMENT SOURCES**

FROM: Karen Falor, Fiscal Field Accountant

A handwritten signature in black ink, appearing to be 'KFalor', is written over the printed name 'Karen Falor'.

This announcement is for the following position:

Financial Counselor (Full-Time) - 4 Positions

Entry: \$16.31/Hour

Full-Time: 40 Hours per Week

Location: 1301 Rensen Street, Lansing, MI 48910

(Locations will include various satellite offices with the City of Lansing)

Applications and/or inquiries should be directed to:

Karen Falor, Fiscal Field Accountant

1301 Rensen, Lansing, MI 48910

(517) 393-1722

**In Order to be Considered for This Position,
An Agency Application and Resume
MUST BE RECEIVED BY
4:00 P.M. on Friday, January 25, 2013.**

" A Community Action Agency "

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

101 EAST WILLOW STREET • LANSING, MICHIGAN 48906-4894
TELEPHONE (517) 482-6281 • TDD 800-649-3777

Capital Area Community Services, Inc.

Job Description

Title:	Financial Counselor	Department:	Program Operations
Reports To:	FEC Program Manager	FLSA:	Non-Exempt
Supervises:	None	Updated:	12/10/2012

General Summary

Under the direction of the Financial Empowerment Center Program Manager, provides high quality one-on-one financial education and counseling to low income residents in the City of Lansing.

Essential Functions

1. Assesses client needs and develops individual financial action plans with each client.
2. Provides 660 individualized one-on-one financial counseling sessions (including both initial and followup sessions) and achieves a minimum of 100 client outcomes per year.
3. Links program participants to other wraparound supports (i.e. benefits, tax preparation, emergency services and other family supports) into counseling to achieve greater results and address other barriers to stability.
4. Engage in on-going follow up with clients to provide support and guidance to reach the goals outlined in their financial action plan.
5. Collect, track and report required data using the client management database.
6. Participate in initial trainings and ongoing professional development trainings.
7. Follows the established required protocol and program requirements.
8. Must follow client confidentiality policies as outlined in the personnel policies and procedures.
9. Must successfully complete and pass the credit-bearing course, a graded 45 hour (minimum) counselor training developed by Capital Area Community Services' training partner, Lansing Community College.
10. Works cooperatively with staff and participants to meet Project objectives.
11. All other duties as assigned to carry out the objectives of the project.

The above statements are intended to describe the general nature of and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person.

Qualification Requirements

Education

- A baccalaureate degree from an accredited college and two years of experience of relevant work experience with some background in finance, financial education, counseling/coaching, or social service delivery.
- Particular expertise in one of the following: financial services, social work, financial planning, coaching/mentoring, teaching, or other related fields.

Essential Skills

- Ideally bilingual, speaking English as well as Spanish, or other language as appropriate.
- Knowledgeable about credit, debt, and money management: savings and investment options; and safe financial products and services.
- A minimum of one - two years field experience particularly in financial education, social work and/or counseling.
- Self motivated and able to work efficiently and effectively to meet the goals of the program.
- Excellent interpersonal skills, both oral and written.
- Demonstrated ability to work effectively with a diverse low income population.
- Demonstrated ability to determine income eligibility for applicants.
- Ability to work with a diverse population in an effective manner.
- Excellent working knowledge of Microsoft Word, Excel and Outlook.
- Ability to use a client management database.
- Local travel to different sites required using own vehicle.
- Must be available to work some evenings and weekends.

The essential skills listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

Entry Level: \$16.31 - \$19.23/hour

Full Time 40 hours per week with the full Agency Fringe Benefit package.