



## Housing Counseling Program Assistant

\$ 12.36 to \$12.72 per hour, depending on experience; Full-time; Benefits

### Position Summary

Deliver counseling and coaching services to clients in the Community Action Financial Learning Center. Prepare and case-manage potential home buyers for success in obtaining, sustaining and maintaining their home. Perform outreach to community to promote these services.

### Duties and Responsibilities

Under the direction of the Program Manager performs the following tasks:

- Conduct intakes and assessments to evaluate client need for services
- Assist clients in creating and completing a Budget and making a Plan of Action
- Assist clients in accessing and understanding online financial programs and calculators
- Answers questions, assist clients and schedule one-on-one counseling appointments
- Assist with Homebuyer Education, Financial Management classes
- Actively recruit interns/volunteers to assist in the center
- Maintain current resource file to refer clients to other agencies as appropriate
- Assist in creating and implementing financial learning modules for adults
- Keep supplies, handouts, forms and other supplies organized and replace as needed
- Enters client cases in computer tracking programs
- Performs other duties as assigned

*This job description is not intended to be all-inclusive and employee will also perform other reasonably related duties as assigned by supervisory personnel.*

## Qualifications

- Graduation from high school or GED equivalent
- Good oral and written communication skills
- Ability to follow oral and written instructions
- Ability to work with persons from a wide variety of backgrounds
- Basic phone, computer and typing skills
- Reliable transportation required
- Background in finance, banking, mortgage lending, or real estate preferred
- Knowledge of Community Action programs and resources
- Spanish speaking desired, but not required

## How to apply:

The application forms can be downloaded from our website: [www.communityactionuc.org](http://www.communityactionuc.org)

Please send the complete Employment Application, General Questionnaire and Reference Release with your resume and cover letter by mail to - Community Action Services and Food Bank, 815 S. Freedom Blvd, Provo, UT 84601 or by email in PDF format to [cwixom@communityactionuc.org](mailto:cwixom@communityactionuc.org). You may also drop it off at the front desk during business hours. Closing Date: 4:00 p.m., June 1, 2018.

*Community Action Services and Food Bank is an equal opportunity employer.*