



**COMMUNITY
ACTION SERVICES
& FOOD BANK**

JOB ANNOUNCEMENT

Title: Housing Counseling Program Assistant

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

JOB SUMMARY

Deliver counseling and coaching services to clients in our Financial Learning Center. Work with potential homebuyers to help them prepare for the purchase of a home and the subsequent responsibilities of homeownership.

DUTIES AND RESPONSIBILITIES

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

- Assist with teaching Homebuyer Education, Financial Management and Renter's classes
- Assist clients to obtain financial capability through counseling and coaching
- Assist clients in accessing and understanding online financial programs and calculators
- 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
- Basic phone, computer and typing skills
- Reliable transportation required
- Basic knowledge/work experience in finance and housing
- Spanish speaking a plus



HOW TO APPLY

The application forms can be downloaded from our website:
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. You may also drop it off at the front desk during business hours. Closing Date: 4:00 p.m., July 31, 2018.