



## **JOB ANNOUNCEMENT**

**Title:** Housing Counseling Program Assistant

**Starting Pay:** \$ 12.36 to \$12.72 per hour (depending on experience); 40 hrs. per week;  
temporary position (depends on funding); no 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. Perform outreach to communities to promote our services.

### **DUTIES AND RESPONSIBILITIES:**

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

- Assist clients to obtain financial capability through classes, counseling and coaching
- Assist clients in accessing and understanding online financial programs and calculators
- Assist with preparing and teaching Homebuyer Education, Financial Management and Renter's counseling
- Data entry of client cases in counselor management system
- 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](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: The position will remain open until filled.