



CLINTON, EATON, INGHAM & SHIAWASSEE Counties
CACCS is an Equal Opportunity Employer.

August 4, 2020

TO: **C.A.C.S. EMPLOYEES & RECRUITING SOURCES**
FROM: Pamela Elise 
Stability Services Director

This announcement is for the following (1) position:

Financial Capabilities Counselor
TEMPORARY - CARES ACT Funded

Entry Level: \$16.01/Hour
Full-Time: Up to 40 Hours/Week

Location

1301 Rensen Street, Lansing, MI 48910

Direct applications and/or inquiries to:

Jessica Dexter, Certified Financial Counselor
1301 Rensen Street, Lansing, MI 48910
(517) 393-7077, ext 663

**To be Considered for This Position,
An Agency Application*
MUST BE SUBMITTED.**

This posting will remain open until filled.

***CACCS's Agency Application can be accessed at:**

<https://cacs-inc.org/about-us/career-opportunities>

Or apply online at: <https://cacsinc.applicantpro.com/jobs/>

Current CACS Agency Employees may submit a Letter of Interest

" 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, CACCS will provide reasonable accommodations for access to services/employment.

1301 RENSEN STREET • LANSING, MICHIGAN 48910
TELEPHONE (517) 393-7077 • TDD 800-649-3777

Capital Area Community Services, Inc.

Job Description

Title:	Financial Capabilities Counselor Property Tax Foreclosure Prevention TEMPORARY – CARES ACT Funded	Department:	Program Operations
Reports To:	Financial Counselor	FLSA:	Non-Exempt
Supervises:	None	Updated:	August 3, 2020

General Summary

Under the supervision and direction of the CACS Financial Literacy program's Certified Financial Counselor provides family support services to individuals accessing services through the Service Center(s) to promote individual and family independence. This position focuses on (but may not be limited to) providing financial counseling and advocacy/referral services to eligible persons facing Property Tax Foreclosure in the assigned Service Center(s). Requires the ability to establish and maintain positive working relationships with County Treasurer officials and staff.

Essential Functions

1. Specifically assigned to assist local households facing Property Tax Foreclosure.
2. Determines eligibility and assists participants with the complexities related to Property Tax Foreclosure and assists them with applying for needed services. This may include assisting with enrollment in and follow-up with the *Step Forward Michigan* program, where applicable.
3. Works with participants and the County Treasurer's Office(s) to create a reasonable household budget and an acceptable repayment plan.
4. Provides individualized one-on-one financial counseling sessions (including both initial and follow-up sessions) to assist participants in achieving their established goals.
5. Assists individuals in the selection of educational enrichment activities to comply with program requirements, if/where applicable.
6. Conducts credit repair and money management workshops utilizing Agency approved training materials.
7. Provides family support services to individuals seeking services through the assigned Service Center(s). Services include needs assessment, direct and referral services, advocacy and follow-up to assist individuals in meeting basic needs.
8. Provides participants with community resource information and assists with accessing services for which they are eligible. Links participants with service providers, employers, and other resources designed to meet individual needs and improve quality of life.
9. Informs participants about the Weatherization program and completes the intake/screening assessment for those services.
10. Maintains up-to-date participant files, including assessment, direct and referral services, follow-up and other participant activities.
11. Ensures that required participant data in the DBA FACS PRO system is accurate and completed in a timely manner for all participants and maintains an accurate account of all services.
12. Ensures confidentiality of all participant information and records at all times.
13. Works cooperatively as part of the Service Center Delivery team to address the needs of the low income population and to meet Project objectives.
14. Serves as a role model to guide others along the self-sufficiency continuum.
15. Assists with special projects upon request.

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.

Recommended Employment Qualifications

Education

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

Experience

- Previous financial and/or foreclosure housing counseling required.
- Knowledge of property tax foreclosure procedures highly preferred.
- Specialized education with degree or certification (i.e., law degree, certified financial counseling, etc.) highly preferred.
- Strong public presentation skills and professional orientation.
- Exceptional interpersonal and communication skills, both oral and written.
- Advanced computer skills required.

Other

- Ability to work with a diverse population in an effective manner.
- Sensitivity to the needs of others with the ability to encourage and guide others in their quest for independence.
- Willing to utilize personal vehicle to travel between assigned worksite locations, as needed.

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

THIS IS A TEMPORARY POSITION FUNDED THROUGH ECONOMIC RELIEF FUNDING
The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Full Time: 40 Hours/Week

Entry Level: \$16.01/Hour

Remote Assignment: Partial or rotating possible following Training and Probationary Period

Agency established full benefit package (after 90-day probationary period)

Expected Duration: To September 30, 2021

Capital Area Community Services, Inc. is an Equal Opportunity/Affirmative Action Employer (EOE and M/F/Disability/Veterans.) We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.