



Programs  
Serving People  
in the Capital Area

CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.



**Initial:** November 15, 2018

**Extension:** December 5, 2018

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

**FROM:** Pamela Elise, Stability Services Director *pel*

**This announcement is for the following position:**

**Financial Capabilities Counselor (1 Position)**

Entry Level: \$15.43/Hour

Full-Time: Up to 40 Hours per Week

Part-Year: Up to 40 Weeks per Year

Location: Assigned Service Center(s)

**Applications and/or Inquiries should be directed to:**

**Jessica Dexter, Financial Counselor**  
1301 Rensen Street, Lansing, MI 48910  
(517) 393-1722  
jdexter@cacs-inc.org

**To be Considered for This Position,**

**An Agency Application\***

**MUST BE RECEIVED BY**

**4:00 P.M. on Wednesday, December 19, 2018**

**\*CACCS's Agency Application can be accessed at:  
<http://cacs-inc.org/about-us/career-opportunities>**

**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, CACS 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

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|--------------------|--|--------------------|--------------------|
| <b>Title:</b>      | <b>Financial Capabilities Counselor</b><br>Property Tax Foreclosure Prevention | <b>Department:</b> | Program Operations |
| <b>Reports To:</b> | Financial Counselor  | <b>FLSA:</b>       | Non-Exempt         |
| <b>Supervises:</b> | None   | <b>Updated:</b>    | November 15, 2018  |

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### General Summary

Under the supervision and direction of the CACS Financial Literacy program's 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.**

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**Full-Time:** Up to 40 Hours per Week; Agency Established Benefit Package

**Part-Year:** Up to 40 Weeks per Year

**Entry Level:** \$15.43 per Hour (Grade P)

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*It is the policy of CACS to provide an equal employment opportunity to all applicants, employees, staff members, volunteers, and program participants without regard to race, creed, color, religion, gender, national origin, disability, age, height, weight, marital status, genetic information, sexual orientation, or any other legally protected status.*

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