



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Financial Counselor	Part Time/Non-Exempt	11/6/2017
Department/Location	Entry	Closing Date
CSBG/Dick Street	\$15.43 hr. (revised 11/13/17)	11/20/2017

Required Education & Experience

Bachelor’s Degree in Counseling, Business, Personal Finance, Real Estate or related field. Two to four years professional experience in counseling, loan origination, banking or real estate. An equivalent combination of education and experience may be considered. Employee must be familiar with computer skills.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license with an acceptable driving record. Must be able to pass a post offer physical examination. Position requires applicant to work outdoors, inspecting under houses and in attics.
Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.
Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities

- Provides financial counseling to individuals in debt and provides housing advice and assistance.
- Confers with client to identify their financial or housing related goals. Identifies root cause of problems and offers options to assist.
 - Establishes payment priorities to assist the client overcome their financial indebtedness.
 - Counsel client on financial problems. Educate the client in sound financial principles. Assists clients to identify and modify ineffective money management behaviors.
 - Assists the clients to develop and revise a personalized action plan to achieve their financial goals. Provides follow-up case management as the clients work through their financial challenges.
 - Conducts group presentations on financial and housing related topics as directed.
 - Promotes the agency at community functions and trade shows.

Knowledge

- Applicant must:
- Knowledge of Internet and spreadsheet software and experience working with word processing programs.
 - Be able to document information electronically by entering, transcribing, recording and storing records electronically.
 - Be able to learn CCCS software application within two months of hire
 - Ability to complete certification within 12 months: Housing Counseling certificate from HUD, Reverse Mortgage Certificate from NCHFA, Bankruptcy Counseling Certification and Student Loan Counseling Certification
 - Obtain Consumer Credit Counseling Certification from NFCC

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.

“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.