

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
February 7, 2012

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: **Retention Specialist - Financial Counselor/Coach – PT**
Program: **Financial Opportunities Center-LISC – Client Services**
Location: **571 W. Jackson Blvd**
Chicago, IL 60661

To submit a resume and apply for this position, please click:
<https://home.eease.adp.com/recruit/?id=1214761> Please note: After you “submit” your application, you will receive an e-mail acknowledging receipt.

This is a 20-hour per week position and is funded only through January 2013. Candidates will have to submit to and pass an FBI criminal background check.

The **Financial Counselor/Coach** is responsible for providing one-on-one and group financial counseling services to Financial Opportunities Center clients and being a liaison to the banking community.

JOB DESCRIPTION:

Facilitate financial education classes; educate clients in sound financial principles and assist them in the process of overcoming their financial indebtedness; help clients identify and modify ineffective money management behavior; provide financial counseling, including needs assessments, credit report explanation and household budget review; provide support and advice on improving credit and arranging individual credit counseling sessions, and interface with the banking community, and work closely with Retention Specialist and Income Support Specialist to ensure effective integration of services and client referrals.

QUALIFICATIONS:

Knowledge of banking or other financial industry practices; familiarity with private and public programs; skills in financial literacy, education, and self sufficiency, strong verbal and written communication skills, interpersonal skills, ability to work as a member of a team, computer literacy.

ACADEMIC BACKGROUND:

Financial Counselor accreditation, Bachelor’s degree or equivalent and three years experience are preferred.

Website: www.saferfoundation.org

No Phone Calls Please.

(Open: 2-7-2012)

Safer Foundation is a drug-free workplace.
EOE/AA/M/F/D/V