



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-761-6711 • act-ct.org

Title: FEC Financial Counselor

Employment Status: Part-Time

Salary: \$21.00 / hour

Reports to: FEC Program Coordinator

Summary

The Financial Empowerment Center program aims to improve the financial stability of New Haven City households by providing high-quality, one-on-one financial education and counseling to low-income residents. Empowerment Centers are located in areas with high concentrations of poverty and financial distress. The Financial Counselor Position will report directly to the Financial Empowerment Center Program Manager within Connecticut Association for Human Services' Program Department.

Responsibilities

Duties shall include, but are not limited to:

- Assess client needs and develop individual financial action plans with each client
- Provide individualized financial counseling sessions (including both initial and follow-up sessions) and achieve client outcomes
- Make appropriate referrals and integrate other wraparound supports (i.e. benefits, tax preparation) into counseling to achieve greater results
- Engage in ongoing follow-up with clients
- Collect, track and report required data using client management database
- Participate in initial trainings and ongoing professional development trainings
- Follow required protocol and program requirements
- Successfully complete and pass the credit-bearing course, a graded 45 hour (minimum) counselor training developed by The Financial Clinic

Qualification Requirements

- Particular expertise in one of the following: financial services, social work, financial planning, coaching/mentoring, teaching, or other related fields is preferred

Essential Skills

- Be knowledgeable about credit, debt, and money management; savings and investment options; and safe financial products and services
- Excellent working knowledge of Microsoft Word, Excel, Outlook
- Available to work some evenings and weekends
- Ideally bilingual, speaking English as well as Spanish
- Excellent interpersonal skills
- Knowledge of Motivational Interviewing or behavior modification techniques a plus
- Experience working with diverse and low-to-moderate income population

Location

- Hybrid- Remote & Office in New Haven

What we offer employees:

- Dedicated, diverse, and friendly co-workers
- Generous paid time off
- 403(b) retirement plan with employer match of 100% up to 3% of pay

How to Apply

Please send your resume and cover letter expressing interest in our mission to apply@act-ct.org with “FEC Financial Counselor” in the subject line. Candidates without a cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.