

Job Description

Job Title: Credit Counselor (Full-Time)	Supervisor: President/CAO
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Summary:

A Credit Counselor's primary responsibility is to conduct counseling sessions with individuals and families regarding budgeting, debt and credit issues. A Counselor will provide financial education and guidance while recommending various educational and community programs in order to improve clients' financial situations. Counselors empower clients to take control of their financial lives, in an empathetic and compassionate manner, while always accounting for what will be in the client's best interest based on the client's unique situation. Counselors work collaboratively with colleagues on department projects as needed.

Qualifications:

- Strong teamwork skills essential
- Knowledge of computer applications, with proficiency in Microsoft Word and Excel
- Excellent oral and written communication skills
- Ability to multi-task
- Must be able to work efficiently under strict deadlines/timeframes
- Must attain educational certifications, as required
- Position requires attention to detail and basic math/accounting skills
- Prior case management and/or counseling experience helpful, or experience within Agency
- Associate and/or Bachelor Degree preferred

About CCCS Buffalo:

CCCS of Buffalo is a non-profit, full-service credit counseling agency, providing confidential financial guidance, financial education, counseling and credit repayment assistance to consumers since 1965. CCCS of Buffalo helps consumers trim expenses, develop a spending plan and repay debts. Counseling is available at our Main Office in West Seneca, in one of our Satellite Offices, by telephone and via Internet.

Please send resumes to: noelle.carter@cccsbuffalo.org

Our Business is Your Credit



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