



Housing Initiative Partnership, Inc.

35 YEARS of Housing Security | Financial Stability | Community Success

POSITION DESCRIPTION

JOB TITLE:	FEC Financial Counselor
DEPARTMENT:	Housing Counseling
FLSA STATUS:	Exempt
REPORTS TO:	FEC Program Manager
SUPERVISES (DIRECT):	None
REVISED:	June 7, 2024

HOUSING INITIATIVE PARTNERSHIP:

Housing Initiative Partnership, Inc. (HIP) is a 35-year-old nonprofit organization based in Prince George's County, Maryland. HIP develops innovative affordable housing, revitalizes neighborhoods, and equips people to achieve their housing and financial goals. Our vision is that every person lives in high-quality affordable housing in a thriving community. HIP maintains office in Hyattsville in Prince George's County, and in Germantown and Gaithersburg, in Montgomery County Maryland.

POSITION SUMMARY:

The Financial Empowerment Center program aims to improve the financial stability of Greater Gaithersburg households by providing high-quality, one-on-one financial education and counseling to low-income residents. FECs are in areas with high concentrations of poverty and financial distress. The FEC Counselor will first complete an FEC-approved financial counseling course to attain certification. Post-certification, the FEC Counselor will provide professional counseling, assisting residents to navigate and resolve financial challenges and to identify and achieve short- and long-term financial goals. Counseling will include assistance with money management and budgeting strategies, debt reduction, building credit and savings, and identifying safe and affordable financial products that strengthen the client's finances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assess client needs and develop individual financial action plans with each client.
- Provide individualized financial counseling sessions (including both initial and ongoing 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.
- Collect, track and report required data using client management database.
- Successfully complete and pass initial counselor training and participate in ongoing professional development trainings.
- Follow required protocol and program requirements.
- Participate in weekly team meetings and be prepared to provide updates on activities performed and outcomes achieved.
- Other administrative duties as assigned.





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QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:

- A bachelor's degree and two years of experience of relevant work experience with some background in finance, financial education, counseling/coaching, or social service delivery.
- Expertise in one of the following: financial services, social work, financial planning, coaching/mentoring, teaching, or other related fields.
- Bilingual fluency in English and Spanish.
- Knowledgeable about credit, debt, and money management; savings and investment options; and safe financial products and services.
- Excellent interpersonal skills.
- Excellent working knowledge of Microsoft Word, Excel, and Outlook.
- Available to work some evenings and weekends.
- Ability to use a client management database.
- Comfortability with remote applications and service delivery (e.g., video conferencing and other platforms to communicate remotely).

ADA SPECIFICATIONS:

This position is primarily sedentary with remote access from home as well as access to Gaithersburg office, as needed. This position may require some bending and lifting. This position requires regular driving to events on weekday evenings and weekends and occasional overnight travel for trainings and/or conferences.

SALARY AND BENEFITS:

\$60,000-\$64,000 annual salary based on experience. HIP offers a competitive benefits package including retirement, health insurance, long-term disability, generous vacation, and sick leave.

LOCATION:

This is currently a hybrid position requiring a minimum of 2 days per week in the office, in addition to in-person attendance at outreach events or off-site meetings. This position is located at HIP's Gaithersburg office.

HOW TO APPLY:

Please email a cover letter and resume to Carmen Castro, Associate Director of Housing Counseling & Services, at ccastro@hiphomes.org.

Housing Initiative Partnership is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender identity, genetic testing, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. In addition, HIP complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. HIP also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

