

# HCCI has an opening for a full-time *Housing & Credit Counselor/ Educator*

Responsibilities include one-on-one counseling, public education classes/workshops, and follow-up to individuals on a wide range of financial topics, including but not limited to; budgeting, credit, debt repayment, mortgage default, rent delinquency, credit reports, general money management, and bankruptcy. Requires challenging certification tests within six months of hire date. WE WILL TRAIN YOU.

You will enjoy the benefit of working in a positive, challenging, and team-oriented environment.

Must possess strength in professionalism, sound judgment, patience, oral and written communication skills and the ability to speak in public. Technical skills, and the ability to work in a team environment, essential. Bilingual in English/Spanish is a plus.

Questions – Call 785-234-0217, ext. 310 – To find out about us - Visit our website @ [www.housingandcredit.org](http://www.housingandcredit.org)



**\*Required – submit a cover letter, resume, and application to [tbaker@housingandcredit.org](mailto:tbaker@housingandcredit.org)**

The application is on our website @

<https://housingandcredit.org/wp-content/uploads/2021/03/Employment-Application-3-2021.pdf>

HCCI offers competitive salaries, work/life balance flexible schedules, agency-paid group term life insurance, long-term disability insurance, SIMPLE IRA plan, Paid Time Off, and 11 paid holidays.

**\*\*Please note – HCCI cannot offer a group a health insurance policy at this time.**

HCCI services are approved by HUD and regulated by the Office of the State Bank Commissioner. HCCI is your local, trusted source for:

- Budgeting
- Credit building and reports
- Debt Management Plans
- Debt repayment
- Student Loan Repayment
- Mortgage default
- Bankruptcy counseling and education

Job Type: Full-time, Monday – Friday, 8:00 a.m. – 5:00 p.m.

Pay: Entry Level Starting \$17.00 per hour

Location: Main Office - 1195 SW Buchanan Street, Suite 101, Topeka, Kansas

HCCI serves people throughout Northeast and Central Kansas