



CCS of Atlantic Canada, Inc. (CCSAC) is a registered non-profit organization providing counselling services to families and individuals. Our goal is to provide guidance to consumers and help them find solutions to their financial problems and to improve their money management skills.

Credit Counsellor

We currently have a full-time position available in our **Dartmouth**, Nova Scotia office. Evenings and travel will be required. Our Counsellors work one-on-one with consumers to promote sound money management practices, budgeting skills, and the responsible use of credit.

Responsibilities

Reporting to the Director of Counselling, the successful applicant will be responsible for:

- Diagnosing the needs, summarizing financial position and establishing priorities with each client through counselling interviews, developing a personalized budget and teaching sound budgeting practices;
- Helping clients understand the cause of their financial problems and addressing them in the most effective way possible;
- Developing and maintaining community contacts; conducting workshops/presentations.

Qualifications

- Post secondary education would be considered an asset;
- Background in Financial/Banking; or related work experience;
- Bilingualism (French/English) would be considered an asset;
- Excellent communication, organization and time management skills;
- Proficient in Microsoft Office (Word, Excel and Outlook);
- Must be a team player, but also possess the ability to work with minimal supervision.

Please forward a cover letter and resume no later than **March 9th, 2018** by:

Mail

CCS of Atlantic Canada, Inc.
20 Alma Street
Saint John, NB E2L 5G6
Attn: Director of Counselling

or

E-mail

careers@solveyourdebts.com

No phone calls will be accepted.

CCSAC is an equal opportunity employer and would like to thank all applicants for their interest, however, only those selected for interviews will be contacted.