



JOB POSTING: Budget Counselor – Canton Friendship Center

We are currently seeking a **Budget Counselor** at the **CFC Payee Center**. The Budget Counselor is responsible for working with clients to set up budgets, review budgets annually, and handle any budget issues as they arise. The candidate must understand the issues surrounding mental health issues, developmental, physical and/or cognitive disabilities, as well as substance abuse. Must have the ability to deal with challenging clients with patience and compassion.

Job duties include:

- Meeting with new clients upon receipt of funds.
- Obtaining releases of information and case management information for clients.
- Working directly with the Social Security Administration and Veterans Administration regarding benefits and payments.
- Entering and updating bank account information.
- Entering payments and deposits.
- Completing all required and reporting documents for the Social Security Administration, Veterans Administration, Stark County Board of Developmental Disabilities, Stark Metropolitan Housing Authority, Stark County Department of Jobs and Family Services, and/or other governmental agencies.

An Associate's degree in Social Work, Psychology, or related field is highly preferred. A minimum of two or more years' experience in a financial setting is desired. Candidate must have a high degree of discretion and have the ability to work independently. This is a **full time** position with benefits (PTO, sick time, mental health days, medical insurance, vision/dental insurance, 403b match contribution, etc.) and a minimum work week of 40 hours.

Interested parties, please send Resumes to: HR@commquest.org. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.commquest.org

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Reply By Date: 03/28/2019