

Date Posted: 02/18/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Loan Coordinator, Ways to Work Loan Program

Employer/Agency: Family Services of Greater Houston

Job Description: Family Services of Greater Houston is seeking a full-time Loan Coordinator to coordinate an automobile loan program for low-income clients in order to help them rebuild their credit and improve their employment and quality of life. This position will work in our Houston/Heights Office location.

The Loan Coordinator will work with a portfolio of clients to solicit and screen applicants and broker, provide and manage loans. The Loan Coordinator will also provide financial education training, work with each client to create a financial plan, case manage clients and meet with various community stakeholders to coordinate and enhance activities. This position requires a well-organized, versatile individual with the ability to multi-task. This position will report to the Program Manager, Ways to Work Loan Program.

Qualifications:

- Bachelor's degree from an accredited College or University is required. Master's degree in social service, business or a related field is preferred
- Ability to operate as both a program coordinator and a client advocate with an interest in helping clients achieve their personal, career, and financial goals is required
- Direct experience working with low-income clients is a prerequisite. Consumer credit counseling, personal banking, and/or collections is a plus
- Excellent interpersonal, written, oral and presentation skills is required
- Bilingual (English and Spanish) is preferred

Salary/Hours: Full Time

Employer/Agency: Family Services of Greater Houston

Attn: Human resources

Address: 3815 Montrose, Suite 200

City, State, Zip: Houston, TX 77006

Phone: 713-861-4849

Email: hr@familyservices.org

Application Method: To apply for the job openings listed below, submit your resume by e-mail to hr@familyservices.org, by fax to 713-868-2619, or by mail to the address listed above.

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***