

JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu
 WEB: https://jobs.dmacc.edu

Position Information

Job Title	Financial Empowerment Center (FEC) Bilingual Financial Coach (Spanish) (Specially Funded)
Campus	Evelyn K. Davis Center/Des Moines
Job Number	25-A17
Employment Date	As soon as possible.
Job Category	Standard
Application & Position Contact Information	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Kent Johnson at 515-697-1463 or kljohnson@dmacc.edu for information concerning the position or your status once the position has closed.

Posting Detail Information

Salary Information	Starting salary: \$53,830 - \$63,330 The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. The starting salary range represents the College's good faith and reasonable estimate of the range of possible compensation at the time of posting. Pay Grade: AI
Job Summary	Assist clients with development of individualized plans to achieve financial goals towards self-sufficiency by providing high-quality, one-on-one financial education and counseling.
Essential Functions	Assist clients with development of individual financial action plans. Provide initial and follow-up individualized financial counseling sessions and assist clients to achieve positive financial outcomes. Make appropriate referrals and integrate holistic financial supports (i.e. benefits, tax preparation) into counseling to achieve greater results. Engage in ongoing follow-up with clients. Collect, track and report required data using client management database defined by Polk County. Participate in initial trainings and ongoing professional development trainings. Successfully complete and pass counselor training. Follow required protocol and program requirements. Perform other duties as assigned.
Required Qualifications	Bachelor's degree. One year of relevant work experience in sales, finance or financial services, financial education, counseling/coaching, or social service delivery (Associate's degree and two additional years of experience could substitute for the Bachelor's degree.) Must be able to speak, write, and understand Spanish in addition to English. Strong communication skills. Demonstrated commitment to diversity, equal opportunity, and the financial, intellectual and socio economic development of all clients, students and employees. Knowledge of current software applications.
Desired Qualifications	Experience in financial education, asset building, or community development preferred. Experience working in a grant funded environment. Experience working with human resources, job placement agencies, or workforce sector partnerships. Demonstrated knowledge of credit, debt, and money management; savings and investment options; and safe financial products and services.

Physical Requirements	<p>Constant: Sit</p> <p>Occasional: Lift Floor to Waist < 10 lbs Carry < 10 lbs x 100 ft Push/pull horizontal 10 lbs x 18 in Lateral Pinch Forward reach Crouch Neck Flexion, Extension & Rotation Fine Motor Coordination Hand & Foot Coordination Stand Ability to be Mobile</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Light
Post offer, Pre-Employment Physical Test	N/A
Work Schedule	Monday - Friday, day hours.
Posting Date	08/20/2024
Deadline for Submitting Applications	09/02/2024
Open Until Filled	No
Special Instructions to Applicants	<p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email jobs@dmacc.edu.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	http://jobs.dmacc.edu/hr/postings/12021

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1576, fax 312-730-1576, TDD 800-877-8339, email OCR.Chicago@ed.gov.