



*Offering safety, providing stability and  
equipping for self-sufficiency*

## **FINANCIAL LITERACY SPECIALIST**

### **KEY INFORMATION**

**Reports To:** Family Services Manager

**Supervises:** None

**Key Relationships:** Clients, program team, volunteers

**Effective Date:** February 2019

**Hours:** Full-time, 40 hours per week (Monday-Friday), with some evening and weekend hours

**Job Classification:** Hourly, Non-Exempt

**Compensation:** \$18 – \$21 per hour, DOE; 401(k) plan; medical, dental & vision benefits;  
PTO: vacation, personal time and sick time.

### **SUMMARY**

Oversees, coordinates and facilitates the client financial literacy and training program with a trauma-informed approach. The financial literacy program is targeted at providing tangible strategies for clients struggling in poverty and homelessness, to overcome barriers to achieve financial stability. Collaborates internally & externally with other agencies to come up with best practices. Manages a robust volunteer team and maintains all financial literacy curriculum. Responsible to track and account for client engagement and outcomes. This role is a foundational part of the success of vulnerable and homeless single parents reaching their goal of self-sufficiency and stable housing while in the program.

### **RESPONSIBILITIES**

- Provide case management and financial advisement to clients and assist them in developing an individual financial stability plan.
- Provide individual and group preparation and training to develop the habits and attitudes needed to be successful in gaining financial stability.
- Facilitate financial training workshops. Develop and oversee financial volunteers to increase bandwidth of program activities and provide the professional and informal services needed for the program.
- Collaborate with staff and volunteers in coordinating program planning to assist clients in reaching their program goals and various outcome performance measurements.
- Develop opportunities to connect with banking resources. Collaborate with other financial programs to enhance financial strategies for the client. Identify legal resources for the client and refer when needed.
- Maintain accurate client tracking and complete monthly and quarterly outcome data and narrative reports on program performance.
- Represent Vine Maple Place at community meetings/gatherings, and facilitate interagency cooperation and networking for clients. Will require occasional travel to multiple locations, including other financial program presentations/seminars, DSHS offices, housing programs, and financial resources.

- Collaborate with the Family Services Manager in the development and integration of new programs and their implementation into financial training.

### **QUALIFICATIONS**

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Understanding of issues related to poverty, homelessness and the governmental, educational, and social service systems that serve low-income people.
- Commitment to diversity and ability to work well with diverse family styles and multi-ethnic populations.
- Sensitivity to the needs of clients who are homeless, low income, limited English speaking, or impacted by domestic violence, substance abuse or other barriers to stability.

### **EXPERIENCE AND EDUCATION**

- Bachelor's degree in related field desired. An equivalent combination of experience and education will be considered.
- One to two years of demonstrated experience required, performing work related to budgeting, supervising people, records maintenance, and outcomes reporting.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Computer skills: Proficient in Word, Excel, and Outlook.
- Strong oral, written, and interpersonal communications skills.
- Able to multi-task and deal with complexity and time constraints.
- Ability to independently prioritize and organize workload and special projects to meet deadlines, take initiative, and exhibit flexibility.
- Ability to effectively and efficiently manage volunteers.
- Self-motivated with strong organizational and project management skills.
- Possess the ability to handle confidential and sensitive information.
- Ability to maintain a professional demeanor and confidentiality.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

**Send all Inquiries, Resumes and Cover Letters to:** [Info@VineMaplePlace.org](mailto:Info@VineMaplePlace.org)

*Only qualified candidates will be contacted.*