

<b>Job Title:</b>	<b>Financial Opportunity Center Good Jobs Challenge Career Coach</b>	<b>Work Hours</b>	Regular Hours, Monday–Friday 8:00am – 4:00pm Plus occasional evenings	
<b>Organization:</b>	Habitat for Humanity	<b>Position Type</b>	Full-Time	Exempt: NO

### SUMMARY

Reporting to the FOC Manager, position facilitates Habitat for Humanity of Findlay/Hancock County’s Financial Opportunity Center (FOC) services that focus on stabilizing and improving the financial situation for low-to-moderate income families. This position will provide screening and career coaching services to participants enrolled in Hancock County’s Good Job Challenge Program (GJCP). They will serve as a coach to help GJCP participants boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building and assist the FOC Manager in the execution of program strategy.

### JOB DESCRIPTION

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Screen individuals for GJCP enrollment and barriers to work/relocation
- Facilitate job readiness training to cohorts on a quarterly basis using Franklin Covey’s *7 Habits of Highly Effective People* and developed soft-skills curriculum
- Ensure that all GJCP participants receive community onboarding training within first 30 days of employment to connect with social, personal, and professional support resources in Hancock County.
- Provide ongoing career coaching support to each program participant for up to 12 months.
  1. Supporting a minimum of 75 individuals through the training and coaching process over the 3-year period
  2. Ensure that 75% of program participants achieve gains in key financial and employment indicators
- Assist program participants in resolving current financial situations, while providing a wide lens on their financial health, and employment goals to shift the approach to proactive financial and career management:
  1. Work with clients to complete a detailed financial assessment, budget, credit score, and provide strategies for credit building.
  2. Document the client’s balance sheet and provide strategies for increasing net worth.
- Develop plans of actions and provide tools, resources, and accountability to the clients to help them meet their goals.
- Outcome tracking—track the stories and successes of program participants using Salesforce, a client management system in a timely manner, including reporting to program funders and other key stakeholders.
- Conduct regular site visits at employer campuses to cultivate relationship and support program participants.
- Develop working relationships with local manufacturers/employers, local training/education providers and community organizations to assist GJCP program participants in meeting their goals.

#### PREFERRED SKILLS

- *Relationship Building* - an ability to establish rapport and build relationships with individuals from diverse situations and socioeconomic levels to engage them in coaching.
- *Communication* - an ability to effectively communicate in verbal and written forms to a variety of audiences including clients, board members, donors, employers, partners, and the public.
- *Lifelong Learner* – a willingness to continually learn and implement complex programs and coaching strategies to maximize the benefit to the client and track key outcomes.

- *Technical Capacity* – the resources, skills, experience, knowledge, and aptitude to leverage online tools for the benefit of program participants.
- Other duties as assigned by the FOC Manager.

**LICENSES AND CERTIFICATIONS**

- Valid driver’s license

**EDUCATION**

- A bachelor’s degree from a four- year accredited institution or similar related experience/certification.

**OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES**

- A strong understanding of personal finances, particularly in the areas of budgeting, asset building, and credit building.
- Strong communication skills, written, oral, presentation.
- Previous work experience with the FOC’s target population, and/or the ability to provide financial counseling, employment, and coaching services in a culturally sensitive manner.
- Interpersonal, translation, and interpretation skills.
- Familiarity with community needs and resources a plus.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

This job is primarily sedentary, involving minimally difficult lifting, pushing, and moving of objects that could weigh up to 20 pounds. The job also requires a moderate amount of time standing walking, bending, climbing, stretching; and the regular repetitive use of arms and hands, pushing, pulling, and manipulating objects. Must be able to use hands, eyes, and fingers to operate computer equipment.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This job is accomplished primarily indoors, protected from weather elements, normally in climate-controlled indoor conditions.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	