



## **Bilingual Career and Financial Coach**

### **Contract Position**

**Deadline for submitting applications: September 12, 2016 by 12:00pm**

**Basic Function:** To help participants to create an action plan to sustainable wages and navigate the core services of the Evelyn K. Davis Center for Working Families of income/work supports, financial education and asset building, and education/workforce career opportunities.

### **Career Coach Essential Functions:**

- 1.** Provide intake and assessment to individuals seeking help to obtain skilled training, educational credentials, supports and services to help them increase their financial stability. Refer participants to programs and providers who are most aligned with client needs. Provide assistance to individuals to help them identify and apply for jobs which offer matching skill requirements. Provide support resulting in job placement and retention.
- 2.** Maintain regular contact with participants who are in our workforce program and ensure they are following the action plan. Maintain regular contact with participants to provide guidance, advising, and determine appropriate services to assist the individual in achieving their goals. Develop a rapport with our participants and ensure they are being served by our referral partners and participating in our core services.
- 3.** Provide case management for participants including case notes and all other necessary documentation and electronic case updates including, but not limited to, enrollment, and application forms, employment plans, educational plans and registrations.

### **Financial Coach Essential Functions:**

- 1.** Provide one-on-one coaching for participants in FCN's financial education program. Assist participants with goal setting, budgeting, credit rebuilding, debt repayment, savings, utilization of high quality financial services, and asset development. Ensure that participants follow up with referrals to other financial services professionals. Monitor participant progress toward financial goals. Maintains files for each coaching session that includes the intake form, credit report, counselor's analysis and corrective action plan.
- 2.** Oversee participant enrollment in and completion of financial education classes. Distribute certificates to participants with completion of courses.
- 3.** Collect all required data from participants throughout the program. Prepare detailed reports to FCN Manager related to status and progress of participants in the financial education and coaching program.
- 4.** Screen participants for economic supports to which they may be eligible. Answer questions about public benefits and refer the client to other resources as necessary.
- 5.** Provide support, as needed, to other core FCN programs including cross-training. Assists FCN Manager with special projects as assigned and other tasks deemed necessary to achieve overall goals and to operate a successful program.
- 6.** Adheres to all guidelines related to confidentiality. Follow funder regulatory and quality-control requirements. Works to ensure that customer and funder satisfaction is a priority of the coaching program.

### **Required Functions:**

**Bilingual ability**

**Travel for training and occasional coaching sessions as needed.**

**Willingness to work evenings and maintain a flexible work schedule as needed.**

**Willingness to work job fairs and outreach/community events throughout the Greater Des Moines Area.**

**Please send resumes to Lisa Saffell via email to [lsaffell@dmacc.edu](mailto:lsaffell@dmacc.edu) by September 12<sup>th</sup>, 2016 by 12:00pm. If you have any questions please call Lisa Saffell at 515-697-7700.**