



Want to be a part of something larger than yourself and work to end homelessness in our community? Family Promise of the Mid-Willamette Valley is hiring a Financial Case Manager to help mentor families out of homelessness and build skills to maintain their own home. This position will work with families and address financial habits, attitudes and budgeting skills that can move them towards housing stability. If this interests you, check out the information below.

Who We Are:

Family Promise of the Mid-Willamette Valley is a non-sectarian, not-for profit entity operating in West Salem. We have been in operation since 1999 and throughout our two decades, have worked to end family homelessness in our community. We work to accomplish this mission by engaging our faith community and pioneering new and innovative solutions to combat the challenges of family homelessness.

Position Overview:

This position provides financial case management, coaching, crisis intervention, and follow-up to families participating in our housing programs. This is a highly responsible professional position providing assessment, management and advocacy services to homeless families with children. The Family Promise Financial Counselor will work closely with other staff, other professionals from numerous community organizations, and with volunteers from the faith community and beyond. The expected outcomes of this position are that families will obtain and retain housing upon leaving Family Promise Services.

Desired Qualifications and Skills:

- Bachelor's degree in a related Administrative, Business, Liberal Arts or Social Sciences discipline and/or 4 years' experience directly related to the duties and responsibilities specified. Experience may be substituted for education.
- Computer proficiency, word processing and database management.
- Ability to work well with vulnerable populations and our faith community.
- Excellent communication skills.
- Ability to quickly learn quickly and adjust to change.
- Strong organizational skills
- Great at conflict mediation
- Candidates who are bilingual for English/Spanish are encouraged to apply

Responsibilities:

- Coordinates and monitors services to families with housing instability, including screening and conducting intakes of families; monitors comprehensive tracking of long and short term financial goals for each family.

- Assesses and analyzes the family's needs and determines the financial tools with the course of action that is appropriate for meeting those needs. Provides thorough information to families to educate them about services and products available to help them manage their personal finances. As appropriate, provides referral to best products and services to meet their financial goals.
- Examines, analyzes and interprets accounting records for the purpose of giving advice including systems of recording costs or other financial and budgetary data.
- Assists families in resolving financial situations, which may include debt/credit issues, medical bills, child support, court fines, student loans, utilities, etc.
- Conduct ongoing follow up to update guests' progress towards goals and any changes in budgets or balance sheets.

Additional Information:

This is a full-time position, requires a 40-hour work week and is paid \$35,000 to \$44,000 a year, dependent on experience. There will be additional 'on call' time that can be flexed with regular work hours. The hours of this position will be worked out in conjunction with other staff, guest families and needs of our Day Center. Typically, it will be about 8 hours a day, Monday through Friday, while our Day Center is open. It may require occasional weekend, holiday and evening time.

To apply please send your cover letter and resume to tj@familypromisemwv.org and please include your answers to the following questions:

- Describe your experience working with vulnerable populations.
- Describe your experience working with the faith community.