



## **Employment and Personal Finance Specialist**

**Description:** This position will be part of the support team that assists Families experiencing homelessness to moving from shelter/street into Rapid Rehousing or market rate housing. The team consist of Employment and Personal Finance Specialist, the Housing Support Coordinators (case managers), and the Landlord Liaison/Housing Developer. This position will focus on the Head of Household or other employment age adults in the family. The goal is to assist people with finding and maintaining employment and managing the income they have, to stabilize housing.

This position reports to the Program Director.

Salary = \$42,363 Full time plus benefits. Salary is not negotiable

### **General Responsibilities:**

- Meet, engage and assist all Shelter and Rapid Rehousing families to improve success in job acquisition and retention.
- If/when income is established, work on budgeting and money management. Includes encouraging the saving of money when in Shelter.
- Seek to evaluate career tracks; with short term and long term goals that are mapped out in writing for reference.
- Utilize known tools to identify areas of strength and associated career tracks.
- Instruct on resume writing; cover letter and interviewing skills
- Instruct on ways to improve retention and advancement: being on time; not missing work; look for opportunity; do the best job possible etc.
- Advise clients how to increase income, utilizing their skills and goals
- Encourage adherence to a personal budget through proactive budget counseling sessions; provide budget counseling and education to assist clients in establishing payment plans for bills and past debts and to assist clients in retaining their housing by timely rent and utility payments.
- Advise on improving credit score, and the importance of the Credit Score.
- Work with the team to help identify participant strengths and barriers to stability and assist participants to reduce barriers and link to resources and services.
- Provide pro-active follow-up home visits to ensure stability and further progress towards self-sufficiency. This includes: encouragement; advocacy; listening, problem solving and creative thinking and providing inspiration.



IHN AT ALPHA HOUSE OPEN POSITON 6/17/2021

**Qualifications:** Bachelor's/advanced degree in Business Management, Social work or equivalent school and/or experience. A proven track record or experience with employment services and/or finance services is a plus. The successful candidate must have good verbal and written communication skills, Computer skills with proficiency in Microsoft Office, including Word, Excel, Outlook, and Power Point. Data entry and data tracking are required and use of Homeless Management System (HMIS, will train) Must be able to climb stairs and travel in the Washtenaw County area, including some areas in other counties. This person must be proficient on searching out resources on the web. This person must have a current Driver's License and proof of insurance. Must possess a reliable vehicle.

**Additionally, the person that fills this position must be:**

- Able to work as a team member and communicate expertly
- Must be able to engage and build trust with clients.
- Must have a non-threatening and nonjudgmental approach to people
- Be culturally competent, including working with those who have serious mental illnesses, who are suffering from chemical dependency, or who have varying gender identifications or sexual preferences.
- Able to maintain professional boundaries and honor the personal boundaries of our clients. This person must adhere to the NASW code of ethics.
- Commitment to economic justice, social justice, civil and human rights issues, and Diversity, inclusion and justice.
- **Mature in nature and professional in action**

**To Apply: Send Cover Letter and Resume to [eschulmeister@alphahouse-ihn.org](mailto:eschulmeister@alphahouse-ihn.org)**

**No phone calls, please!**

**IHN at Alpha House Mission:**

To Support Homeless Families & their children as they build a better future.

**Vision:** 100% of the Families we support become stable.