

## **South Florida Urban Ministries, Inc.**

Job Title: Financial Stability Coordinator	Department: Economic Development
Full-Time Salaried	Report To: Financial Stability Program Director
Compensation: Based on Experience	Benefits: full health, pension after 1yr

### **POSITION OVERVIEW**

The Financial Stability Coordinator reports to the Financial Stability Program Director and is responsible for the clients served by the Center for Financial Stability. The Financial Stability Coordinator will conduct and coordinate the intake, referral, support and outcomes of the Center's clients.

### **PRIMARY RESPONSIBILITIES: (Percentage of Time Used)**

1. Client Intake and Coordination (60%)
  - Conduct and coordinate the intake and evaluation of individual and family clients
  - Develop individualized financial stability plans in collaboration with each client
  - Provide strong referral (inform client and referral partner, confirm connection and conduct follow-up) to internal and external service providers
  - Plan and coordinate events for clients and partners
  - Regularly communicate with community and partner stakeholders to promote and improve the Center.
2. Direct Service to Clients (20%)
  - Provide complementary intake services as needed – (e.g. benefit applications, pulling credit reports, reviewing financial literacy literature)
  - Attend, support and monitor the Center's individual and group activities – providing direct services as needed and when appropriate
3. Information Management (20%)
  - Ensure clients' physical and electronic files are accurate, up-to-date and secure
  - Provide information and prepare reports as needed

### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Knowledge of or ability to learn provided provide case management and empowerment-based financial coaching.
- Able to understand and evaluate a variety of personal finance issues.
- Must possess excellent time management and critical thinking skills.
- Reliable transportation: position requires commuting to trainings, some of which may be on evenings or weekends.

- Experienced and comfortable communicating one-on-one and with small groups of people on a variety of financial and miscellaneous topics.
- Adhere to high professional and ethical standards.
- Knowledge of and comfort with computers and basic software including Internet Explorer and Microsoft Office.
- Minimum Bachelors degree required preferably in the social service or business field.
- Proficiency in written and spoken English necessary, Spanish and/or Creole ability strongly desired.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Experience in non-profit sector preferred and especially client services or case management.

## **WORKING CONDITIONS –**

The work is performed either in regular office conditions (90%) or conducted in various parts of the Miami-Dade County at partner and program locations (10%). Evening and some weekend work is required. Reliable transportation is expected in order to fulfill normal duties.

## **APPLYING FOR THIS POSITION**

Please submit a resume, letter of intent and at least three professional references via e-mail to Brent McLaughlin at [director@sflum.org](mailto:director@sflum.org) by **August 7, 2009 at noon.**

## **ORGANIZATION DESCRIPTION**

The Center for Financial Stability's (CFS) is managed and housed by South Florida Urban Ministries on behalf of and with funding from the United Way of Miami-Dade. The CFS' one-stop center model will build upon the wide array of already existing programs and services available in Miami-Dade County. The CFS will enhance those services by providing intense, long-term, individualized financial coaching/case management to improve access and coordination of services and create greater impact for clients leading to long term financial stability. This one site will provide a full financial assessment for each client, ongoing financial coaching/case management and on site referrals to a wide variety of financial education and other financial services such as free tax preparation, benefits enrollment, employment services, credit counseling and individual development accounts.

United Way of Miami-Dade has been selected by United Way of America, through a partnership with Bank of America, to establish one of two pilot financial stability one-stop centers. The United Way Center for Financial Stability (UWCFS) in Miami-Dade will become a community institution for neighborhood residents and will offer comprehensive, accessible and integrated services for the community at large and is scheduled to open in October, 2009.

South Florida Urban Ministries (SFLUM) is a 501(c)(3) nonprofit organization founded in 1973 by the local United Methodist Churches to be a catalyst and a partner in the pursuit of social justice and the development of compassionate community ministries. SFLUM sponsors

ministries that reach out to children and youth, families in need, and low income entrepreneurs. Together with local churches, businesses and community organizations, SFLUM makes a profound impact in the lives of individuals by fostering self-development and the fulfillment of personal goals. For the past five years, South Florida Urban Ministries has sustained dynamic organizational growth at all levels.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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