



**JOB POSTING: Financial Literacy Specialist at the Center for Family Assistance**

Posting Date: July 12, 2010

Closing Date: July 26, 2010

Reports To: Director, CFA

**Position Summary:**

The Center for Family Assistance (CFA) at JF&CS provides comprehensive resources for low-income individuals and families, by combining case management services with access to short-term financial assistance.

The Financial Literacy Specialist (FLS) is a new position at JF&CS and is a great opportunity for a motivated and creative individual. The FLS will be responsible for providing direct service and recruiting, training and supervising a team of volunteers who will work with clients. The direct service includes providing personalized one-on-one mentoring on overall financial education, decision making, budgeting, creating bill payment systems, managing credit cards, debt reduction, planning for financial emergencies, and other related issues. The FLS will create tools to measure and evaluate the interventions. The FLS will provide training for JF&CS staff that assist them to better assess financial literacy needs of their low-income clients.

**Essential Job Functions:**

- Launch the Financial Literacy Program including curriculum development, training materials and tools to measure client success and outcomes.
- Recruit, train, and supervise a team of volunteers who will provide one-on-one support to clients
- Create a training curriculum and materials for volunteers
- Work collaboratively with the Basic Needs Team to identify appropriate clients for FL assistance
- Provide direct personalized financial counseling sessions, financial literacy information and education for clients
- Provide services by telephone, in-office, and home visits and accompany clients to services in the community when needed
- Provide training in financial literacy for the staff of JF&CS
- Document all clients' contacts and activities
- Provide information for Quality Improvement reports
- Create and collect data to evaluate the program and report on client outcomes
- Other duties as assigned.

**Educational/Experience Requirements:**

- A minimum of a Bachelor's degree and Master's Degree preferred in Social Work, Business, Public Health or related areas or experience.
- Must be knowledgeable of the financial challenges that chronically low income people face
- Extensive knowledge of debt management, budgeting, programs, community financial resources for low income population is required
- Very resourceful, organized and a highly self-motivated team player
- Excellent problem-solving skills
- Good oral and written communication skills
- Must be flexible, motivated, patient and comfortable working with seniors, immigrants, people with mental health, physical and cognitive challenges.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and using web-based systems.
- Experience working with volunteers is strongly preferred

**Submit request to:**

**Jewish Family and Children's Service  
Donna Magnasco, Director of Human Resources  
1430 Main Street  
Waltham, MA 02451**