



WOMEN'S RESOURCE CENTER

PART-TIME POSITION ANNOUNCEMENT

Position Title: Financial Stability Coach
Hours: 15 hours/week
Salary: \$22/hour
Reports To: Program Manager, Financial Stability Services

Organizational Summary:

The mission of the Women's Resource Center (WRC) is to help women and girls successfully navigate life's transitions and inspire others to do the same. By providing resources, tools and support for today, we create hope for tomorrow. Each year, WRC provides services and support for more than 2,500 women and girls during periods of instability and transition through the Helpline, Girls Lead, Family Law, Financial Stability Services, and Counseling programs.

Financial Stability Services' PHEBE Program:

WRC's clients facing financial instability due to divorce or other difficult life transitions are referred to the PHEBE program, an 18-month, cohort-based program within WRC's broader Financial Stability Services. WRC's Financial Stability Services focuses on 4 key areas: 1) increasing agency and resiliency 2) furthering education and career development 3) increasing wages 4) increasing savings and decreasing debts.

WRC's PHEBE Program is designed to support women navigating various life transitions in overcoming systemic barriers to the four goals above and guide clients in identifying motivations, steps, and goals to achieve financial stability in order to provide for their household. WRC is focused on changing clients' relationship with money and identifying strategies to achieve a higher paying career path.

Additionally, the program discusses barriers such as sexism, racism, and other forms of bigotry, so that clients can identify their experiences and feel in control of what they can and cannot control. The program, support, and resources offered will be based on the client's unique circumstances and their own interests and abilities.

Position Summary:

The Financial Stability Coach is a part-time position that supports clients in the 18-month, cohort-based PHEBE Program. The Coach works directly with clients in a one-to-one capacity. They are required to assist clients in identifying goals related to financial stability, connecting clients with relevant resources, supporting goal progression, and holding clients accountable to their goals.

The Financial Stability Coach is expected to problem-solve with the client to overcome potential barriers and be able to have extensive conversations around the most impactful way to build habits that will lead to long-term stability. They will be responsible to assist the client in completing an assessment of their circumstances, including a comprehensive household budget. In addition, the Coach will actively communicate and coordinate with the PHEBE group facilitator, volunteer financial and career coaches, and counselors as necessary to ensure holistic and comprehensive services. As the PHEBE program is in its pilot year, the Coach will provide feedback and support to the Financial Stability Services Program Manager in ongoing development of the program.

The Financial Stability Coach is required to maintain all ethical and legal responsibilities of professional coach or professional social worker, including confidentiality, and aligned with the NASW Code of Ethics and the International Coaching Federation.

The start date is February 1, 2023. This position is grant-funded for 18 months and may be continued contingent on funding.

Essential Duties and Responsibilities:

- Provide individual coaching for clients utilizing a co-active coaching model with systems and strengths-based practices with an understanding of 1) the impact of trauma on the brain and how to leverage neuroplasticity, and 2) the impact of systemic barriers including those related to racism, sexism, and classism.
- Assist client in assessing their circumstances and identify connections between client's experiences in one aspect of their lives and the impact it has on other aspects of their lives.
- Support clients' identification of impactful financial stability goals and motivations, and develop goal plan for clients to follow throughout their time in the PHEBE program
- Be an accountability partner for clients on agreed-upon timeline of steps to achieve goals.
- Support identification and navigation of internal and external resources that will support clients in making progress on financial stability goals.
- Maintain accurate and timely client record and outcomes tracking through case management database, Apricot, and written case notes.
- Coordinate with other PHEBE staff and volunteers to ensure holistic services and address any issues that might come up.
- Initiate monthly interdisciplinary team meetings with clients and their assigned WRC staff or volunteer coach to check-in on goal progress.
- Attend twice monthly cohort session and other meetings at request of client.
- Assist FSS Program Manager in ongoing development of WRC's PHEBE Program.
- Occasional evenings and weekends may be required.

Education, Training and Experience:

- Experience providing formal or informal coaching, preference for work in a related nonprofit organization.
- Experience with systems and strengths-based social work practices, the impact of trauma on clients' efforts to obtain financial stability, and the impact of systemic barriers to financial well-being.
- Experience discussing finances and emotional and behavioral habits associated with finances.
- Financial coaching certification or willingness to obtain certification with WRC support.

- Strong oral and written communication skills.
- Demonstration of curiosity and withholding judgment about clients' circumstances, priorities, and goals.
- Active listening skills such as reflecting, clarifying, non-directiveness.
- Strong organizational skills to juggle caseload, track multiple goal plans and activities, and ensure follow through on connections.
- Comfortable with technology and/or case management database (i.e. Apricot or Penelope) or willingness to learn such technology.
- Commitment to dismantling racism, sexism and other forms of oppression that serve as barriers for WRC clients.
- Ability to learn quickly and adapt to changing needs and circumstances.

The Women's Resource Center provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, gender identity or expression, sexual orientation, marital status, non-disqualifying physical or mental disability, or veteran status.

Interested applicants should email their resume and cover letter to Karen Chonofsky at Karen@womensrc.org. Applications are due December 23, 2022.