



Restoring Lives ■ Preventing Crime ■ Strengthening Communities

## **Financial Coach Educator & Administrator**

### **Financial Empowerment & Money Matters Program**

#### **The Agency**

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. The agency is committed to an organizational environment that recognizes the dignity and worth of each person and implements a harm reduction, trauma informed approach across all programs. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

#### **The Program**

Financial Empowerment and Money Matters programming encompasses a broad range of service delivery. Individual financial coaching is facilitated for justice-involved and at-risk adults so that they may better understand the concepts of personal financial management and apply learned skills to manage money more effectively. Programming also aims to build agency capacity to ensure individual financial coaching services are accessible and provided across all adult programs. The Money Matters aspect of programming specifically helps adult clients living with mental health and/or addiction challenges increase their personal financial management skills with the goal of ensuring financial wellness and sustainable independent living. Consisting of two service delivery components, financial education and financial administration, Money Matters supports participants to improve housing stability, reduce stress, increase assets, decrease debt and enhance a sense of belonging and inclusion.

#### **The Position**

The Financial Coach Educator & Administrator will work in a collaborative way with other adult-serving teams within the agency and stakeholders in the community. They will be responsible for all aspects of financial programming service delivery including direct client service, internal collaboration, program marketing, data collection/input, outcome measurement and reporting. They will provide direct financial coaching for clients and work collaboratively with agency teams to coordinate financial literacy/coaching training for identified agency staff; continued support will be offered to these staff as they engage in and report on their financial coaching activities. As a Coach Educator and using a trauma-informed approach, clients will be supported in setting financial goals and in their efforts to achieve them in the areas of budgeting, savings, credit and debt management, banking, and/or increasing income. Relying on adult education principles, financial literacy workshops will be creatively facilitated individually and/or in group format; access to external workshops may also be alternatively facilitated. As an Administrator, money management support will be provided; money maintained on behalf of clients will be kept safe and used for the benefit of the client with an aim to assist them in maintaining stability in the community and avoiding crisis circumstances. Clients will be actively involved in their own money management in ways that have the potential of promoting more effective and, eventually, independent fiscal management.

#### **Qualifications/ Requirements**

- Post-secondary education in relevant discipline and/or related experience
- Some background, or genuine interest in, moving individuals from a condition of poverty towards possibilities
- Basic financial literacy knowledge and familiarity with national and local poverty reduction strategies
- Self-starter, energetic, and ability to take initiative and be creative
- Exceptional interpersonal, communication and relationship building skills
- Excellent group facilitation and individual coaching skills rooted in adult education principles
- Strong organizational and program coordination skills
- Experience working with justice-involved populations (including those with mental health and/or addiction challenges)
- Strong client-directed, trauma-informed case management, decision-making and problem-solving skills
- Ability to work independently and as part of a team
- Solid knowledge of basic computer applications (word processing, database navigation, email and internet systems)
- Current Calgary Police Intervention Check (CPIC)
- Valid driver's license and reliable vehicle is an asset

**This is a two-year term certain, part-time position (30 hours per week), with possibility of extension. Applications will be accepted until a suitable candidate is found. Please submit your cover letter and resume to: [sandy.sobkowich@cjhs.ca](mailto:sandy.sobkowich@cjhs.ca)**

*The Calgary John Howard Society thanks all applicants, however only those considered for an interview will be contacted.*