



## **Financial Coach Educator & Administrator** **Financial Empowerment Program**

### **The Agency**

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

### **The Program**

Financial literacy education and personal financial coaching is provided for criminally involved and at-risk adults so they may better understand the concepts of financial management and apply learned skills to manage their money more effectively. Programming also aims to build agency capacity to ensure individual financial coaching services are accessible and provided across agency programs. The administrative aspect of programming provides direct financial management, education and support for those individuals living with mental health and/or addiction challenges who are unable to manage their finances independently. In its entirety, the program seeks to help individuals establish financial wellness and sustainable independent living through direct assistance and by increasing their capacity to acquire effective financial management skills, supporting them to improve their 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/external 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 their own financial goals and in their efforts to achieve them. As an Administrator, money management support as directed by participants will be directly provided to ensure participants are able to maintain stability in the community (pay rent, bills and other necessary expenses) and avoid crisis circumstances. Participants will be actively involved in learning how to best manage their own money in ways that have the potential of promoting more effective and eventually independent, fiscal management.

### **Qualifications/ Requirements**

- Post-secondary education or certification in relevant field and/or related experience
- Self-starter, energetic, ability to take initiative and be creative
- Exceptional interpersonal, communication and relationship building skills
- Group facilitation and individual coaching skills rooted in adult education principles
- Strong organizational skills
- Experience working with justice-involved, marginalized, and diverse populations (including those with mental health and/or addiction challenges)
- Experience with program coordination
- Strong client-directed, trauma-informed case management, decision-making and problem-solving skills
- Knowledge of money management resources
- 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 term certain, part-time position (30 hours per week) ending June 30, 2021, 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.*