

## **Financial Empowerment Program Volunteer**

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.

As a condition of placement at CJHS, we require the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional, and case by case basis; CJHS will adhere with its obligations under the Alberta Human Rights Act.

### **The Program**

The Financial Empowerment & Money Matters program encompasses three facets of service delivery to assist criminally involved and at-risk adults to better understand the concepts of financial management and apply learned skills to manage their finances more effectively. Individual financial coaching is provided for clients; 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 offers one-on-one participant-directed support for individuals who find it difficult to manage their finances on their own. The goal is to help clients living with mental health and/or addiction challenges increase their financial management skills; 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 Empowerment Volunteer will work directly with the Financial Educator and Administrator to develop program guidelines and forms. The Financial Empowerment Volunteer will support the program staff with various administrative tasks (policies and procedures, promotional materials, program forms etc). This position will participate with the internal financial coaches working group to enhance and promote financial coaching practices throughout the agency. The program is looking for a commitment of 6-9 months for this position.

### **Qualifications/Expectations**

Relevant education and/or some experience working with adults experiencing homelessness, addictions and mental health issues and having a working knowledge of the criminal justice system and community resources will be considered strong assets. This individual must be punctual, reliable, have strong communication, problem-solving, decision making and casework skills and an exceptional ability to plan, organize, prioritize and multi-task.

### **Training**

Orientation and initial training will be provided in addition to ongoing training as needed. All volunteers are provided an opportunity to join in an agency tour to learn about the various programs and services the agency offers. They will also be invited to participate in agency events and relevant meetings where additional training opportunities may be provided.

**Please submit your cover letter and resume to:**  
[Volunteers@cjhs.ca](mailto:Volunteers@cjhs.ca)

Please cite: Financial Empowerment Volunteer in the subject line

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