



## JOB DESCRIPTION

**Position:** Financial Empowerment Advocate  
**FLSA Status:** Full-Time Non-Exempt  
**Reports to:** Director of Residential Services  
**Revision Date:** June 2018

### **Position Summary:**

The Financial Empowerment Advocate is responsible for assisting clients with obtaining credit reports, understanding their financial and credit situations, coordinating financial literacy classes for WEAVE clients. In addition, the advocate will connect clients with the WEAVE to Work program, collaborate with potential employers and employment training programs and assist with resume writing and interviewing skills as clients navigate the path to financial recovery.

### **Responsibilities:**

- Conduct needs assessments to evaluate client overall financial situation by pulling credit reports and review with client to help them understand their current position and identify steps to begin to build or repair their credit
- Coordinate quarterly presentations of the “Moving Ahead Through Financial Management” curriculum for client
- Refer clients to WEAVE services as needed (legal, counseling, residential case management)
- Collaborate with financial institutions to facilitate presentations, obtain materials and arrange trainings for clients
- Work with the Volunteer Coordinator to recruit, train and schedule Financial Empowerment volunteers
- Provide education and support to clients who are preparing to enter or reenter the workforce or who are currently under employed and seeking a higher paid job that affords them more stability. Resources will include resume development or review, building of interviewing skills, expectations of employers and job coaching around their identified career path.
- Provide financial coaching by working with client to develop and manage a budget, savings plan and other steps/strategies to attain larger financial goals
- Enter interaction and service data into ETO database
- Coordinate with the WEAVE to Work program to provide clients with job hunting assistance and vouchers for free work attire.

### **Other Responsibilities**

- Attend and participate residential team weekly meeting to coordinate clients’ services with the respective case manager.
- Attend and participate in staff and other agency meetings and committees, when necessary
- Other duties as assigned

**ADA Job Characteristics:**

Work environment is partially inside a multi-suite office building in addition to in an emergency shelter/transitional housing 24-7 facility setting. Lift and carry up to 25 pounds up to waist length, extend both arms above the head and/or reach below the waist, stoop, squat, crawl, bend the back to open lower-level filing drawers, or to retrieve stored items, climb on stools, steps and/or ladders to dust, sweep and/or mop to clean. Sit and/or stand frequently. Use fine manipulation (hands and wrist) to operate a keyboard, take notes, complete and file reports, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range, and communicate clearly and concisely to and with others. Apply normal reasoning and detail as required in the accomplishment of job duties.

**Qualifications and Requirements:**

- Bachelor’s degree from an accredited university or college with major course work in Accounting, Finance or equivalent OR equivalent work experience (five (5) or more years of experience in the financial services industry)
- Required to meet the requirements of a “domestic violence counselor” pursuant to Evidence Code 103.1 (a)(1) within the first six months of the grant award period, if not already completed and have experience with community partners that a victim would need assistance from in order to achieve safety, stability and independence.
- Excellent listening skills
- Ability to read and translate credit reports
- Understanding of credit barriers and possible solutions
- Ability to advise upon the creation and management of a budget
- Successful completion of WEAVE’s Financial Literacy training program
- Willingness to learn about domestic violence and financial abuse

**Acknowledgement:**

I have read the contents of this job description, and understand this document is not a contract for employment. Further, I understand that if hired, my employment with WEAVE (Agency) is at-will, and that I or the agency may terminate my employment at any time, with or without cause or notice.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date