



ROCKINGHAM COMMUNITY ACTION Disability Study Money Coach



This position funded completely or in part by funds from the American Recovery and Reinvestment Act of 2009.

Job Summary: This position will involve working with a caseload of working age adults with disabilities on a variety of financial management strategies to assist them in becoming financially independent. Duties include assisting clients with tracking income and expenses, developing spending and savings plans, developing/repairing credit, using work incentive programs, and accessing tax credits in order to make the most of their income. This position also involves working with several agencies in the Seacoast and Central NH regions to coordinate information and referral services, including arranging for appointments with other financial specialists, and employment support programs. Incumbent will also work closely with Asset Development Coordinator in utilization and development of overall RCA Asset Building Program capacity.

Supervision Received:

The incumbent works under the direct supervision of the Strategic Initiatives Director.

Supervision Exercised:

No supervision of agency employees.

Qualifications:

- Experience working with people with disabilities and/or qualifications in personal finance preferred but not required.
- Strong customer service, written and spoken communication skills.
- Ability to work as part of a team around issues of economic self-sufficiency and asset development.
- Strong computer skills.
- Strong interpersonal skills and ability to work with community partners as well as clients.

Responsibilities:

- Work with identified disabled clients to assist them in accessing appropriate programs and services to ensure success in meeting financial goals.
- Will monitor client's asset-building activities on a twice monthly (or as necessary) basis to track progress.
- Research and compile an interactive listing of existing financial education resources, both local and web-based.
- Develop opportunities for other financial educational resources as necessary.
- Refine and improve on-going evaluation of asset-building programs to ensure that clients' needs are met in the best way possible.
- Work with community partners to coordinate information and referral services, including arranging for appointments with other financial specialists, and employment support programs.
- Assist in program development for other RCA Asset Building initiatives as appropriate.
- Provide reports as required to track progress of clients with regard to goals and objectives of the study.
- Present professional and positive image as a representative of RCA.
- Responsible for having adequate knowledge of all RCA programs and will make appropriate referrals to other RCA programs beneficial to the client and his/her family.
- Adhere to the confidentiality policy set forth by RCA.
- Perform other duties as required.

I have read and understand the above description and I am confident that I will be able to meet the requirements of this job.

Signature

Date