Job Title: **Instructor/Advisor - Financial Management & Job-Readiness**
Department: Reaching Independence through Savings and Education (RISE) and WFD
Reports To: Chief Operating Officer
FLSA Status: Exempt
Salary: $45,151 – $50,229
Work Location: Pinewood Plaza EnVision Center | Whole Family Approach Innovation Lab - Hampton, VA)

FUNDING NOTICE: This is a 24-month grant opportunity that is subject to annual contract renewal from the funding source.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination is required. Proof of immunization must include a copy of documentation indicating the vaccines received.

WORKING SCHEDULE: This position is designated as non-essential and will not be required to report to the office during inclement weather. The instructor will be issued a mobile devices to manage day, evening, and weekend programming at various agency sites. This position will be responsible for attending early morning, evening, and weekend events as assigned. Travel is expected: 75% local and 5% non-local.

TENTATIVE WORKING SCHEDULE:
Monday, Tuesday, and Friday 8:00 a.m. to 5:00 p.m.
Wednesday and Thursday 10:00 a.m. to 7:00 p.m. (based on class schedule)
2nd and 4th Saturday 9:00 a.m. to 2:00 p.m. (based on class schedule)

SUMMARY
The instructor will be responsible for recruiting, screening applications, conducting interviews, and making acceptances and denials for enrollment in HRCAPs training cohorts. The ideal candidate will have experience with teaching various training models to include financial management, asset specific training, and job readiness. Each participant in the training cohort will receive personalized Savings Plans, Individual Career Readiness Portfolio Plans, and other recognized industry credentials. The instructor will possess demonstrated ability to successfully convene Local Departments of Social Services (LDSS) staff, financial institutions, community partners, employers, and clients to execute programs and initiatives. Must have a positive track record in working effectively with TANF and TANF/VIEW eligible clients.

QUALIFICATIONS

Working knowledge of the principles and practices of financial management, asset specific training with some soft-skills training experience. Demonstrated oral and written communication skills as well as proven presentation skills; Moderate to advanced computer literacy including proficiency using word processing, presentation, and spreadsheet applications and experience with successful marketing and recruitment efforts.

EDUCATION and/or EXPERIENCE

- Associate’s Degree in a field related to Business Administration, Accounting, or two-year comparable experience or college-credit equivalent, and/or certifications in related fields. BA preferred.
- Experience as a Financial Advisor, Loan Officer, Credit Counselor
- Experience using Office365, Kahoot, NearPod, Google Classroom, and Basecamp

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

- Hold a minimum of 15 meetings per week with customers, helping them increase financial security and meet their financial goals, including but not limited to establishing/improving credit, reducing debt, increasing assets/savings, and lowering financial transaction costs.
- Facilitate Financial Coaching workshops for small groups of customers, and transition attendees into 1-on-1 meetings.
- Assist TANF and TANF/View individual achieve their savings, education, and financial goals through an Individual Development Account.
- Collaborate with the LDSS to enroll eligible customers in a minimum of 8-hours of Financial Management training and at least 6 hours of Asset Specific training.
- Track the opening savings accounts with FDIC-insured banks.
- Ensure all customers receiving HRCAP services ae entered in the VA Workforce Connection labor exchange database for the Commonwealth.
- Provide job search services, workshops, counseling, training and employment preparation, and placement services as well as a variety of self-directed online training programming.
- Document daily activities and attendance using HRCAP Client Management System - EmpowOR.
- Responsible for teaching and facilitating: Workplace Excellence, NorthStar Digital Literacy, and the ACT WorkKeys National Career Readiness Certificate.
- Assist with resume development of clients to strengthen volunteer experience, work history, and skill development before, and after intensive counseling.
- Identify employers who hire individuals with background challenges.
- Support and leverage transportation options for clients.
- Create an individualized service plan and portfolio for each participant.
- Screen, refer for vocational evaluations as necessary, conduct various assessments, and help each participant identify their career interests and abilities.
- Provide job search services, workshops, counseling, training and employment preparation, and placement services as well as a variety of self-directed online training options.
- Coordinates job fairs, hiring events and seminars for job seekers and the public.
- Coordinates outreach and marketing efforts for the Workforce Program and hiring events.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

INFORMATION PRIVACY AND SECURITY

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

LEADERSHIP COMPETENCIES

Initiative and Drive for Strong Results
Strong Decision-Making Skills
Business Acumen
Customer Focus

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required. Agency will assist with required Workforce Development credentials. Criminal record check and credit report may be required for employment.

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the Instructor/Advisor will be measured by the following standards but not limited to:

1. Ensure all reports are submitted to VDSS by the 10th day of the month.
2. Ensure saver has completed all requirements for RISE.
3. Each saver has a customized Savings Plan within two-months of the saver's RISE account opening.
4. Documented monthly encounters in empowOR to reflect goal attainment progress.
5. Provide monthly report to management on recruitment, training, technical assistance activities.
6. Organization and outcome of records maintained.
7. Serve a minimum number of individuals in each program area:
    a. 65 enrolled savers in RISE by September 1, 2024,
    b. 55 of the 65 enrolled savers in RISE have completed a minimum of 8 hours of Financial Management training and at least 6 hours of Asset Specific training by October 31, 2024.
    c. 115 individuals complete at least one job readiness workshop
    d. 40 individuals complete at least two Workplace Excellence certificates
    e. 25 individuals obtain a North Star Digital Literacy certificate
    f. At least 15 individuals obtain full-time employment with benefits
8. Host a minimum of 12 financial management workshops facilitated by banking partners.
9. Host a minimum of 15 hiring events by December 2024.
10. Quality and level of effectiveness in building community relationships among all constituent groups cited above.
11. Other areas identified by management.

RECEIPT OF JOB DESCRIPTION

I have received, reviewed, and understand this job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Print Name: ____

Associate Signature ______________________________ Date ____________________