

**Job Posting**

Case Manager/Financial Coach

The North Lawndale Employment Network (NLEN) is seeking a Case Manager/Financial Coach with strong case management skills and preferred financial coaching or credit counseling experience

To work within NLEN’s Financial Opportunity Center (FOC) and play an important role in providing a supportive and resource-rich environment where low and middle-income families can access workforce focused financial education workshops, income supports, and financial tools and services. Through an approach of outreach, coaching, and bundled services offered through the Financial Opportunity Center, North Lawndale residents and families seeking to reach their economic goals can achieve them through NLEN’s employment and career advancement opportunities, income and work supports.

You will have the opportunity to focus on integrating long-term financial counseling into NLEN’s existing services and engaging program participants and community members in affirmative ways to optimize their receptivity to financial education and credit repair programming and interventions.

**What you’ll do**

* Efficiently document the process and outcomes of service delivery for all assigned participants, utilizing the Project Match data collection and client management system
* Provide one on one financial counseling/coaching
  + Teach clients about the value of their services and engage the client in a long-term relationship
  + Assist clients in resolving current financial situations, while providing a wide lens on their financial health to shift the approach to proactive financial management
* Work with clients to complete a very detailed financial assessment
  + Work with the client to document a budget and provide strategies for budget improvements
  + Access the clients credit report/score and provide strategies for credit building
  + Document the client’s balance sheet and provide strategies for increasing net worth
* Develop plans of actions and provide tools, resources, and accountability to the client to help them meet their goals
* Understand other services offered by the agency, such as employment services and income supports counseling, and connect the clients to these other services
* Track the stories and successes of program participants
  + Working with the entire FOC team to ensure that any changes to the client’s information (new job, new benefit, change in credit score) is properly documented
* Conduct workshops as a means of outreach and education
* Develop relationships with local financial institutions and community organizations so they can provide products and services that fit
* Create a network of referral organizations to help you assist the client meet his goals (e.g. local housing counseling agency, legal aid, etc.)

**Who you are**

**You have…**

* A passion for NLEN’s mission and goals
* Strong case management skills with preferred financial coaching or credit counseling experience
* A degree in the Human Service, Social Work, Business or related field is preferred; or and equivalent combination of education and 3 years’ experience
* Comfortable working onsite in North Lawndale with NLEN’s target population
* Strong English writing and research skills
* Experience working with clients with barrier to employment in the financial or credit counseling industry preferred
* Familiarity with non-profit training or social service organizations a plus
* Professionalism and dependability
* Creative and entrepreneurial skills—must be able to work independently and proactively
* Excellent organizational skills
* Car and Valid Driver’s License
* Flexible Schedule and commitment to work two evenings monthly and two Saturdays monthly

**Who we are**

NLEN’s mission is to improve the earnings potential of North Lawndale residents through innovative employment initiatives that lead to economic advancement and an improved quality of life. NLEN serves economically disadvantaged men and women who have multiple barriers to employment with a particular focus on citizens returning from incarceration. NLEN is also parent to Sweet Beginnings, LLC, a transitional jobs social enterprise that grows and harvests urban honey and manufactures skin care products.

To learn more, please visit www.NLEN.org and www.beelovebuzz.org.

**Other requirements for this position**

* Criminal background check required

**Salary**

$42k

**To apply**

To apply forward your cover letter and resume to [info@nlen.org](mailto:info@nlen.org). Please place the title of this position on the subject line to expedite review of your submission.