



Urban League of Broward County Employment Opportunities

Job Description

Title: Financial Life Coach/Case Manager

Department: Programs

Supervisor: Program Coordinator or Division Manager

Revision Date: February 2024

CORE DUTIES AND RESPONSIBILITIES include the following:

- Conducts assessment, advocacy, counseling, job training, financial literacy training, and referrals.
- Manages overall responsibility for business subsection caseload of adult or youth case management division.
- Assists in the development of operating plans, policies, and procedures within the division.
- Organizes and implements creative, innovative programming daily that results in positive achievements for participants.
- Provides orientation and counseling to eligible participants.
- Provides financial coaching and assessment.
- Provides employability skills training (i.e., resume writing, mock interviews, dress for success, etc.)
- Generates service plans and follow-up services on participants, as required by contract.
- Maintains accurate and complete files for program participants as related to services and activities.
- Informs participants and families of support and referral services.
- Submits timely and accurate reports and data related to program and participants.
- Serves as a liaison and contact person with other agencies to ensure coordinated and comprehensive delivery of services to participants.
- Collaborates with inter departmental team members to ensure effective and efficient service to clients.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) in Business, Finance, or related discipline preferred; post-secondary education and one to two years related experience and/or training required. Bilingual (English and Spanish, French, or Creole) candidates preferred.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Outstanding organizational skills
- Must work effectively with people of all ages and diverse backgrounds, skills, and abilities.
- Must be able to work evenings and weekends as business needs warrant.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Knowledge and ability to work with financial information.
- Experience working with disadvantaged populations.

OTHER

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY -- AN EQUAL OPPORTUNITY EMPLOYER