



Date: September 2019

Role Description

Ministry: Center for Hope - Finance

Role Title: Financial Mentor Team Member

Pipeline Level: Team Member

Reports to: Finance Ministry Leader

Purpose Statement: Financial mentors work with and mentor clients and families to establish and maintain family budgets, reduce debt and manage shaky finances. Working with clients, financial mentors review the debt and the savings a client has and make proposals on how to create assets and decrease debt. In addition to working with families to pay down overwhelming debt, financial mentors teach people how to manage their money effectively and responsibly in order to avoid future financial problems. Financial Mentors help people solve and cope with financial and budgetary issues in their everyday lives.

Responsibilities:

- Within first year attend Boundaries Class and Discipleship Class
- Identify individuals and families who need help
- Assess their needs, situations, strengths, and support networks to determine their goals
- Develop plans to improve their financial well-being
- Help clients adjust to changes and challenges in their lives, such as illness, divorce, or unemployment
- Research and refer clients to community resources, such as food stamps, child care and health care
- Help clients work with government agencies to apply for and receive benefits such as Medicare
- Set up a plan with the client, to work toward financial independence and security.
- Advocate for and help clients get resources that would improve their well-being
- Follow up with clients to ensure that their situations have improved
- Evaluate services provided to ensure that they are effective
- Be familiar with the Center for Hope Ministry goals and objectives
- Participate in prayer for the Center for Hope

Time Investment: Dependent on workload and guest demand. When a guest is first introduced to a Financial Awareness mentor a relationship and trust will be established. This relationship will span the amount of time necessary to help resolve the guest's issues.

Commitment: 1 year

Prerequisites:

- Complete the online application
- Interview with Finance Ministry Leader
- Attend Cornerstone Orientation Class

- Joyfully attend worship services on a consistent basis
- Be supportive of Hope's mission and leadership
- Has excellent organization and time management skills
- Is proficient with computers, and programs including Word and Excel

Competencies:

- Actively lives out the 5G's of discipleship
- Has strong communication skills (both verbal and written)
- Is an active listener
- Displays empathy for those in difficult situations, provide them with necessary care, comfort, and attention
- Is able to handle difficult situations tactfully
- Is professional and able to maintain confidentiality with client's situations and information
- Demonstrates aptitude for finance and mathematical computations as well as the ability to simplify complex concepts when explaining them to clients
- Displays good judgment and ability to make decisions independently and effectively
- Should have an eye for details, the ability to follow the given instructions, and also to deal and complete work even in stressful working conditions
- Demonstrates the ability to receive constructive feedback
- Displays the ability to confront relational challenges in a biblical manner