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Family Self Sufficiency Coach

Posted 11-Jul-2024 (EST) | Boston, MA, USA | \$ 55000-65000 per year | Salary | Full Time

DC%20Jamaica%20Plain%20Neighborhood%20Development%20Corporation&body=Apply%20for%20the%20Family%20Self%20Sufficiency%20Coach%20at%20JPNDC%20Jamaica%20Plain%20Neighborhood%20Development%20C

Job Description: Mobility Mentor

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 47 years of community organizing and resident leadership. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We build affordable housing, provide economic prosperity services, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston where all people have access to secure housing, economic prosperity, safe and vibrant childcare, strong community relationships, political power, and opportunities to fulfill their potential.

What We Offer

JPNDC offers an extensive benefits package, including:

- Up to 90% of individual insurance premiums paid for health, vision, and Altus dental insurance
- 2 weeks of vacation plus one week at the end of the year and 14 holidays recognized per year
- Employer-paid life & disability insurance
- A vested 403b retirement plan
- CEU credit or comparable training for professional development in areas such as DEI, economic and workforce development, early childhood education, and affordable housing and real estate finance.

About this Position

If you are ready to make a lasting impact in the lives of others, consider applying! The RAM/WP (Resident Advocacy, Mobility, and Wellness Program) helps residents of JPNDC properties build income, assets, and financial capability through individualized coaching, referrals, and resource navigation. RAM/WP Mobility Mentors play an essential role in enabling tenant families to achieve meaningful and measurable progress toward the goals that residents set for themselves.

Key Responsibilities

- Recruit program participants through various methods, including group presentations, flyering, and networking
- Work with each participant to complete an Individual Training and Services Plan and a Contract of Participation
- Help participants set and achieve goals in job searches, placement, retention, and advancement
- Assist participants with other goals such as education, training, budgeting, debt management, credit, and preparing for homeownership
- Make referrals to service providers as needed
- Determine when a participant can successfully graduate from the program
- Monitor escrow accounts and approve escrow disbursement in collaboration with program management
- Enter notes on interactions with participants, steps taken, and outcomes achieved in a shared database
- Coordinate community-building events with residents as needed
- Provide occasional group workshops
- Perform clerical tasks such as photocopying, scanning, filing, faxing, printing, and logging
- Work from multiple job sites and meet participants in their homes if needed

Qualifications

- Associate degree in social work or a related field, or 2-3 years' experience in human services, social work, case management, or related areas
- Bilingual in Spanish and English preferred
- Experience working in a diverse environment
- Knowledge of local community resources
- Availability to work nights and weekends
- Strong mediation, verbal, and written communication skills
- Strong organizational skills and attention to detail
- Strong problem-solving and decision-making skills
- Ability to work independently and complete assignments on time
- Proficiency in Microsoft Suite, including Word, Excel, and PowerPoint

Work Environment

This is a full-time hybrid role with a flexible schedule, including some nights and weekends, and frequent site visits.

Employment Terms/Compensation

- Salary: \$55,000-\$65,000, based on experience
- This is a full-time, salaried position with a competitive benefits package

JPNDC is an Affirmative Action/Equal Opportunity Employer

Apply Now
with our quick 3 minute Application!

* Fields Are Required

What is your full name?

First Name* Last Name*

How can we contact you?

Email*

Phone Number* Cell

What is your preferred method of communication?

Text Message

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