



## **JOB ANNOUNCEMENT**

### **FSC CARES Counselor**

**Job Title:** FSC CARES Counselor  
**Reports to:** Director of Family Services  
**Location:** Central Los Angeles  
**FLSA Status:** Non-exempt, Full-Time: \$19.00/hr, 40hrs/wk  
**Deadline to Apply:** July 26, 2020  
**Expected Start:** August 17, 2020

**SUMMARY:** Reporting to the Director of Family Support Services (FSC), the FSC Coronavirus Aid, Relief, and Economic Security (CARES) Counselor provides advocacy and support services for low-income youth and families as part of the Wilshire Family Source Center. The end goal of the FSC CARES Counselor is to provide financial coaching, emergency assistance, workforce development/placement, and tax preparation for over 500 families. In addition, the FSC CARES Counselor will engage a minimum of 50 unduplicated households to uncover their unique challenges and needs.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate financial coaching and stability plan for a minimum of 50 families
- Conduct initial interview to determine eligibility for universal or case management services.
- Develop and implement financial coaching workshops
- Identify a minimum of 500 families per year in need of tax preparation, economic impact payments, and/or emergency assistance
- Coordinate and maintain job board for clients
- Develop partnerships for workforce development and work placement
- Coordinate tax preparation from July – October 2020, and January – April 2021
- Work closely with Housing Stability Manager on housing opportunities
- Work with tax preparation partners to execute and assist tax preparation schedules
- Input and update case notes on BitFocus – HCIDLA system
- Provide referral services and emergency support services (food, shelter, transportation, LHEAP) as needed.
- Provide case management to eligible youth and families, including creating an Individual Service Strategy (ISS) and establishing regular case management meetings.
- Ensure case managed youth and families are linked to appropriate programs at Bresee, including academics, college prep, ESL classes, and financial literacy, to achieve youth and adult outcomes and provide wraparound services.
- Participate in weekly meetings with FSC Director to debrief progress on case load and troubleshoot challenges that arise.
- Maintain accurate records in Bresee and program-specific client databases and provide documentation and/or prepare periodic program reports as required.
- Participate in FSC team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.
- Assist with Bresee activities and events as requested.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Bachelor's degree from an accredited college or university.
- Financial Literacy Certification preferred, but not required
- Must be bilingual in Spanish, proficient in speaking, writing, and reading.
- Knowledgeable and/or certified on financial coaching
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Minimum two-years working in nonprofit social service agency.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must possess excellent customer service skills, including the performance of duties in a tactful and professional manner.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 75%, out of office 25%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Non-exempt/full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k type pension plan.

**TO APPLY:** Submit/email cover letter, resume, and one-page writing sample to [jobs@bresee.org](mailto:jobs@bresee.org) by July 26, 2020 with the Subject Line: FSC CARES Counselor.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring*