**Scope of Position:** The Income Supports Coach staff is responsible for working with our neighbors with planning, coordinating, monitoring, and evaluating needs. The Income Supports Coach is responsible for providing financial coaching assistance to Shepherd families. This includes helping them gain knowledge on budgeting, setting goals, and understanding credit scores. Financial coaching is key to helping neighbors to gain stability in breaking the cycle of poverty.

**This ministry position and its department, help break the cycle of poverty on the Near Eastside of Indianapolis by** engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

**Position Details:**

* **Ministry Area:** *Family Services*
* **Reports to** *Director of Family Services*
* **Supervising:** *Volunteers*
* **FLSA Status:** *Full Time, Hourly, Nonexempt*
* **Location:** *4107 E Washington St*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule:** 40 hours/week

* Monday-Friday, 8:30 AM-5 PM
* Some nights for Financial Classes

**Essential Duties and Responsibilities:**

* Meet with neighbors to address their financial needs
* Work specifically with credit reports with members.
* Assist neighbors in understanding credit reports and how to improve them
* Help neighbors as they prepare to become homeowners (home loan process, etc.)
* Create financial plans with neighbors.
* Identify specific needs of the individual or family using a holistic approach (incorporating spiritual, physical, educational, and emotional components), develop a program tailored to the needs, and obtain 100% buy-in from the family to meet specific goals.
* Follow the case management process, including documentation of each interaction with the individual or family.
* Integrate individuals and families into existing Shepherd programs.
* Utilize money management programs (i.e.: Thrivent/Money Chats)
* Work with partners to run financial classes for neighbors
* Assist with opening bank accounts

**Qualifications**

**Required Qualifications**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities

**Preferred Qualifications**

* Ability to communicate in Spanish
* Finance Degree
* Previous experience in income support and budgeting

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission, and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches, and the community.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train, and mentors volunteers in service to the ministry whenever possible.
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.