



LEAD PROSPERITY COACH

Reports to: Program Director	Pay: \$55,000-\$75,000 (100% FTE) \$26.44 - \$36.06 per hour	Employees to be supervised: N/A
		Status: Salary – Non-Exempt
Location: Canoga Park, CA and Van Nuys, CA		Work Hours: Monday – Friday 40 hours/ week, some evenings and weekends required

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

The Lead Prosperity Coach for the FamilySource Center (FSC) is responsible for leading and directing the case management team as they support FSC customers in accessing services and achieving outcomes. Lead Prosperity Coach will be part of key evaluation and monitoring activities to ensure the FSC provides a quality, responsive service. All FSC-staff must understand the FSC program purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up.

Duties and Responsibilities:

- Oversee and supervise the family case management component
- Supports the Program Manager in overseeing and directing the day to day functions of Case Management.
- Provide direction to all case management staff.
- Develop a strategy for disseminating caseloads to case management staff based on the initial assessment of the client.
- Assume a caseload of the hardest to serve clients.
- Provide training on case management and other relevant issues
- In collaboration with Program Manager, review and approve all recommended referrals by case management staff, particularly those referred for mental health and/or substance abuse counseling
- Meet with the case management staff to discuss and review individual cases and to provide general direction.
- Ensure that all Case Managers are maintaining complete, accurate and confidential client files with adequate follow-up..
- Track and report Case Management performance data and outcomes to Program Manager.
- Work closely with the Program Manager and other networking Program Managers for the appropriate referral of clients to other FamilySource programs.
- Be knowledgeable of FamilySource system vision and outcome goals.
- Assist in implementation of intern service learning program.
- Other duties as assigned.



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Qualifications and Experience:

- Master's Degree in Social Work is required
- Minimum two (2) years of experience as a Case Manager, either with a governmental or other non-profit organization.
- Experience must include the management of a substantial participant caseload and the supervision of case management staff.
- Must have a thorough knowledge of laws, regulations and guidelines related to confidentiality.
- Minimum 2 (two) year experience in administering grant funded programs.
- Must have excellent oral and written communication skills.
- Experience working in a collaborative
- Residency in and /or familiarity with the target area and its cultural diversity is a plus.
- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel, access, etc...)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Detail-oriented.

Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish Required

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail hr@neworg.us

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Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.