

Britepaths
JOB DESCRIPTION - 2023

Position Title: **Economic Mobility Specialist**

Title of Immediate Supervisor: **Financial Empowerment Center Director**

Job Status: **Hourly, Full-time, 30 hours/week for 16.5 months – Sept 2023 through January 2025**

Job Location: **Remote position with some in-person training and/or meetings**

Britepaths is a non-profit organization dedicated to helping Northern Virginia residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

The Financial Empowerment Center is operated by Britepaths, in partnership with Fairfax County and United Way of the National Capital Area. Fairfax County is launching an Economic Mobility Pilot in the fall of 2023. The FEC will assist recipients as they experience the program.

The ideal candidate would be a bilingual retiree returning to work with social work experience.

Qualifications and Experience: Experience working with diverse populations in human/social services. Experience with assisting people to navigate county, state, and federal benefits is preferred. Must be flexible, organized, able to work independently, and enjoy working with people. Possess strong attention to detail and excellent oral and written communication skills. Bilingual Spanish is preferred. Must have own transportation and be willing to work some evenings.

Duties and Responsibilities: The FEC's Economic Mobility Specialist will assist the 180 recipients with enrollment and technical assistance throughout the pilot program, register recipients to FEC services if solicited, maintain records in the database, and create data reports as directed.

Function 1: Enrollment

1. Notification to 180 prospective participants that they have been selected to enroll in the program.
2. Notification to DFS staff contact that all notifications of selection have been made.
3. Provide information/instructions, and where necessary, technical assistance to participants on online enrollment in the program.
4. Provide County prepared information to participants on the possible impacts of participation in the program on County, State, and Federal benefits.
5. Provide referrals to assigned DFS staff for more in-depth support to participants on the impact of benefits.
6. Create a video tutorial on the enrollment process.

Function 2: Technical Assistance and referrals

1. Meet one-on-one with clients remotely to troubleshoot income payments and navigate benefits and community resources.
2. Maintain scheduled appointments with clients, scheduling follow-ups, as needed.
3. Coordinate with the Financial Empowerment Team at FEC to cross-refer clients who would benefit from workforce/financial coaching.

4. Refer clients to community or county agencies for needed services and resources, as needed.
5. Market FEC programs to participants.

Function 3: Reporting

1. Be responsible for any reporting to the County on participant activities regarding both customer service and FEC programs.

Function 4: Administrative Tasks

1. Collect, write up, and share success stories, client statistics, etc., when requested by the Communications Manager or Grant Writer.
2. Attend and participate in monthly staff and programs meetings, and planning meetings.
3. Participate in community meetings and committees as assigned.

This is a limited position

- Limited to 16.5 months – September 2023 for training and October 2023-December 2024 for customer service, Jan 31 for close out.
- Remote position except for training and required meetings.
- Pay rate of \$24/hour + holidays and 2 weeks PTO
- Provided laptop.
- Provided monthly \$80 stipend for 17 months of internet service at home (internet only).
- Provided a Google phone number.
- Workdays are M-F. Hours are flexible maximizing client accessibility. Proposed scheduled could be two days working 12pm-6pm or 1-7pm, three days working 8am-2pm. Britepaths holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day & Day after Thanksgiving, plus 2 floating holidays. Britepaths is closed the last week of December.