JOB DESCRIPTION

Position Identification

<table>
<thead>
<tr>
<th>Current Position Title:</th>
<th>Homebuyers Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division:</td>
<td>Reentry &amp; Victim Services</td>
</tr>
<tr>
<td>Work Location:</td>
<td>305 E Street NW, Washington, DC</td>
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<tr>
<td>Supervisor’s Title:</td>
<td>Director of Reentry &amp; Victim Services</td>
</tr>
<tr>
<td>Work Status:</td>
<td>Full time</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
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A. Summary Statement

Under the Direction of the Financial Literacy Program Manager, this role manages a caseload of clients living in the community after they have completed their year with the financial literacy housing program. Clients will receive education about money management and home ownership. Responsible for providing services and supports and the timely submission of data to program manager.

How to apply: Submit resume to Joanne Langevin at jlongevin@cflsdc.org.

B. Essential Duties and Responsibilities

In performing the duties and responsibilities of this position the staff will demonstrate adherence to CFLS’ core values through:

- Acknowledging the dignity of the whole person
- Meeting people where they are
- Focusing on family stability and financial wellness

Responsibility

1. Work with program manager to build a case load.

2. Conduct client assessments to collect information on client progress through the program, outcomes, and client needs after housing subsidy concludes.

3. Provide financial literacy coaching to financial literacy housing clients as well community clients and other CFLS clients in Milestone Housing, Nannie Helen House, and Kimi Gray House. Meet with clients regularly to plan for long-term financial health.

4. Educate clients on a wide range of second-tier money management topics such as investments, retirement, and end-of-life planning.

5. Develop an in-depth understanding of the first time homebuyers market and process: Work with community programs to determine pathway to home ownership; understand local first time homebuyers resources; understand mortgage and homebuying options for clients; develop partnerships for home ownership education and loan/grant programs.

6. Develop plans for flex fund spending based on client goals and needs.

7. Assist clients with developing plan for pathway to home ownership, including educational goals and savings benchmarks.
8. Build partnerships with private landlords, realtors, and property managers within the District to identify and expand affordable housing opportunities for clients.

9. Maintain accurate and confidential records of clients and services provided in Apricot database.

10. Assist Program Manager with organizing financial boot camps and other partnership initiatives.

11. Work with reentry and parenting case managers and therapist to monitor client progress and develop support plans as needed. Attend monthly case management meetings with relevant client summaries and concerns prepared.

12. Prepare check requests and other reimbursement requests for program expenses.

13. Submit required data to supervisor.

14. Track data for PMI report.

15. Other duties as assigned.

C. Nature of Work

✓ Tasks are highly complex.
✓ Tasks require comparing alternative courses of action and making a decision after considering the options.
✓ Tasks require contact with sensitive and confidential information.
✓ Work requires imagination, originality and/or creativity.

D. Collaboration and Interaction

✓ Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
✓ Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
✓ Resolve conflict, negotiate or collaborate on major projects.

E. Leadership Responsibilities and Reporting Relationships

Functions as a manager of a unit, section or major function and typically supervises personnel who are first-line supervisors or persons having professional responsibility.

F. Oversight and Direction

Employee plans and carries out assignments and resolves most conflicts that arise.

G. Minimum Requirements

- Bachelor’s Degree or equivalent experience
- Previous work with domestic violence, reentry, and/or trauma
- Knowledge of DC housing/rental market
- Knowledge of first time homebuyers programs a plus
- Financial management knowledge a plus

H. Unique Job Requirements

I. Physical Requirements
<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Activities</th>
<th>Percentage of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand or Sit</td>
<td>Able to stay in stationary position</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>Able to move, traverse around physically</td>
<td></td>
</tr>
<tr>
<td>Use Hands/Fingers to Handle or Feel</td>
<td>Operate, activate, use, prepare, inspect, place, detect, position</td>
<td></td>
</tr>
<tr>
<td>Climb (stairs/ladders) or Balance</td>
<td>Ascend/descend, work atop, traverse</td>
<td></td>
</tr>
<tr>
<td>Stoop, Kneel, Crouch, or Crawl</td>
<td>Position self (to), move</td>
<td></td>
</tr>
<tr>
<td>Talk/Hear</td>
<td>Communicate, detect, converse with, discern, convey, express oneself, exchange information</td>
<td></td>
</tr>
<tr>
<td>See</td>
<td>Detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess</td>
<td></td>
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<tr>
<td>Carry Weight, Lift</td>
<td>Move, transport, position, put, install, remove</td>
<td></td>
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<tr>
<td>Exposure to Work</td>
<td>Exposed, work around</td>
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Date: ______________________________ Signature ______________________________

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