

Job Advertisement: Experienced Financial Capability Mentor

Start Date: 15th April or by negotiation

Hours Per Week: 32.5 hours per week

Monday to Friday 9.00am – 4.00pm with a half hour unpaid break

Closing Date: 25th March at 4pm or when a suitable candidate is appointed.

Franklin Family Support Services is seeking an experienced Financial Mentor to join our dedicated team helping the diverse community of Franklin.

Our organisation is a registered charity contracted by the Ministry of Social Development to provide free and confidential services for individuals and whanau which helps build financial capability. We are a wrap-around service providing Social Workers, Counselling, Budgeting, a Volunteer Driver Programme, Parenting and Domestic Violence programmes, alongside a range of other smaller supports such as our JP service.

Our values are: Integrity - **Tika**
Trust - **Tiakitanga**
Teamwork – **Whanaungatanga**

Our ideal candidate will have:

- A commitment to upholding the principles of Te Tiriti o Waitangi
- A number of years' experience in Financial Mentoring or completed the FinCap Financial Management Introductory Course (FMIC) and an initial period of supervision
- Advocacy and negotiation skills with creditors, Work and Income New Zealand and other government agencies
- Knowledge of MSD contract expectations and working towards targets.
- Knowledge of Te Ao Maori and Pasifika cultures
- An ability to work independently to manage caseloads and complete case notes to a set timeline.
- Excellent communication (verbal and written) and IT skills
- Time management skills and an ability to be flexible with changes to appointments.

Role Description

Our financial mentor will:

- Impart financial management skills and knowledge to support clients to reach their goals
- Use a mana-enhancing approach to find long term solutions for their client
- Liaise with financial mentor colleagues and other professionals in our service to provide wrap-around support for clients while protecting their confidentiality.

- Engage in a range of ways to support clients through face-to-face meetings, online sessions, home visits and attending other providers sites.
- Facilitate Financial Capability classes alongside colleagues.
- Represent and uphold the values of Franklin Family Support Services.
- Work well within a large team environment and contribute to the overall success of the organisation by offering support where able.
- Participate in regular training offered by FinCap and other providers as well as an annual performance management review process.
- Have the capability to learn and utilise our Client Management System and internal Microsoft products.

Other Requirements

- A full NZ Driver's Licence
- A clear Police Check
- NZ Residency/Citizenship

For any questions or to apply, please forward a CV and letter outlining your suitability to the role to Robyn Driver, Chief Executive, at rdriver@familysupport.org.nz

Date of advertisement: Friday 24th February 2023

Date of re-advertisement: Monday 13th March 2023