



## **INTERVENTION SPECIALIST (Economic)**

### **Responsibilities & Requirements:**

The Economic Intervention Specialist (EIS) is a member of a team of committed professionals working as a unit to provide customized services to men, fathers, and their families within range of a multitude of services. This position's highest aim is a concentration on personal economic development, education, and advancement. The EIS should be an effective bridge and relationship builder and establish and strengthen key relationships to reinforce this focus. Other direct responsibilities include assistance directly with men and fathers to overcome any challenges and barriers specifically related to economics. Operate as liaison between outside agencies, participants, family services and other contacts to assist with participants needs. The EIS will be the critical link to helping assist, serve, develop, and navigate participants in the program, assist in the delivery of the cognitive education curriculum, specifically around economics and will assist in coordination and delivery of services.

The EIS will be responsible for the planning, implementation, monitoring, and ensuring all activities are in place and progressing, and championing ways to develop and improve. This position is highly involved in the coordination of services for clients and involves communication with the Statewide Economic Manager and all other team members. This position is highly involved in the coordination of services for the clients and involves communication with all team members. The requirements listed below are representative of the experience, knowledge, skills, and/or abilities required to perform the essential functions.

### **Collaboration and Networking:**

- Assess participants' needs and determine what services are required to meet their needs.
- Serve as liaisons between participants, schools, family services, courts, and other contacts to assist with participants needs.
- Provide other necessary supportive service to surround and support participants according to their needs/needs assessment.
- Monitor the progress of the overall economic component(s) to ensure the successful progression of participants.
- Facilitate group sessions/peer support (bootcamp, economic mobility, Kuder).
- Work closely with the Employment Developer to assist in dealing with employment challenges and develop a pool of placement opportunities.
- Participate and conduct employment advisory councils.
- Be aware and understand the economic climate and trends of the area.
- Be an active recruiter for the program.
- Actively engage in community outreach meetings and training.

- Seek credentialing and training opportunities for ongoing personal and professional development.

### **File Maintenance, Apricot Data Collection and Reporting:**

- Create and maintain confidential files on participants services such as; intake assessment, case notes, service requests and services provided, complete periodic statistical data collection forms, and complete other paperwork and reporting as required.
- Maintain monthly follow-up contact and documentation for all participants who have an open file.

### **Highly Preferred**

The EIS must be a team player, provide quality participant service and quality enhancement and public relations. Must be detail-oriented, accurate, and able to work with moderate supervision. Additionally, the successful candidate must be able to manage time effectively, collaborate with outside agencies while maintaining a professional positive image, and work effectively with a wide variety of individuals. Strongly preferred that he or she should have a working knowledge of men, fathers and young adults, the legal system, the ability to communicate effectively in writing and orally to a diverse population and be able to work independently in an environment that has frequent deadlines and periods of high productivity while maintaining accuracy and efficiency.

### **Minimum Educational & Skills Requirements:**

- Bachelor's degree in a business/economics or social discipline with minimum of two years' experience, or associate degree in related field and/or four years' experience in the social disciplines, health, or economics/business development.
- Experience can be substituted for education on a year-by-year basis.
- Must have a valid Driver's license and acceptable driving record.
- Must agree to pre-employment drug screen and criminal background check.

This is a Full-time, grant funded position.

To apply, submit cover letter and resume to Wallace Evans at [executivedirector@afathersplace.org](mailto:executivedirector@afathersplace.org).