



## Financial Wellness Coordinator – Vehicle Repair

Community Action Partnership of Hennepin County (CAP-HC) is a 501(c)(3), non-profit organization that helps people with lower incomes navigate crisis situations, build stability, and lift themselves out of poverty. Our community-centered programs, services, and partnerships address immediate needs and support Hennepin County residents on their path to prosperity. Our mission is to partner with the community to provide effective and responsive services to reduce the impact of poverty in Hennepin County.

As the **Financial Wellness Coordinator – Vehicle Repair**, you will be responsible for coordinating and implementing the Car Repair program done through the oversight of case management and/or assessment. This position also oversees the direct services to improve participant financial wellness and stability.

**Schedule:** M-F | 8:00 AM – 4:30 PM | The schedule for this position requires some evenings and weekends.

**Location:** CAP-HC is based in St. Louis Park, MN and serves all of Hennepin County

### Responsibilities

#### General:

- Develop program guide deadlines with Client Services Supervisor
- Define annual and quarterly strategy based on budget, with Client Services Supervisor
- Create relationships with auto shop vendors
- Guide applicants through auto shop selection and estimate approval
- Manage check disbursement to applicable auto shops
- Complete Individual Employment Plan for participants utilizing DEED funds for car repairs
- Create and maintain participant files for accuracy
- Screen applicants to determine program eligibility
- Orient participants to ensure understanding of program requirements and support accurate completion of application and forms
- Manage applicants through intake process and submit applicants for approval
- Manage waiting list, as needed
- Develop and maintain relationships with stakeholders that support the goal of the program
- Connect participants to other resources within the agency and community

#### Other:

- Support community outreach and marketing for education workshops
- Support fix-it minute clinics offered through partner auto body shops
- Maintain accurate and complete records to track and report outcomes
- Complete data entry for CAP 60, Workforce 1, or other client management database systems
- Work with federal and state administrator to ensure successful program implementation
- Perform other duties as assigned
- Cooperate with all staff members and assists with program services as requested
- Serve as agency representative to community organizations as requested and assigned

### Skills Requirements

- Demonstrated experience providing case management, including assessment skills and developing action plans
- Experience facilitating adult education/training in a group setting
- Professional and/or lived experience working with diverse communities and/or households defined as low income
- Experience balancing multiple projects requiring high attention to detail, strong organizational skills, and ability to prioritize
- Demonstrated interpersonal skills, including collaborating with a team, working across program areas, disseminating information effectively, and conflict resolution
- Effective verbal and written communication skills required, including public speaking skills



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- Experience using Microsoft Office programs including Word, Excel, and PowerPoint at a proficient level, and with data management software programs or databases

### Experience/Education Requirements

- High school degree with 3 years of related experience or an equivalent combination of education and experience to successfully perform the duties of the job
- Experience in financial services and/or asset building (Preferred)
- Fluent in English, as well as Spanish or Somali (Preferred)

### How to Apply

To apply, please complete the application process here: [Job Application | Community Action Partnership of Hennepin County](#)

Make sure to:

1. Upload your resume (if available)
2. Identify which position you are applying for

### More about Community Action Partnership of Hennepin County

*CAP-HC was established in 1986 and is part of the Community Action Network, a 1,000-agency strong network committed to poverty reduction. We value: Building Relationships, Creating Opportunity, Eliminating Barriers, Equity and Inclusion, Responsible Stewardship, and Strengthening Communities.*

CAP-HC is an Equal Opportunity Employer and acknowledges that equal opportunity for all persons is a fundamental human value. CAP-HC will provide equal opportunity in employment and advancement opportunities to all persons; and will provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, age, ancestry, religion, national origin, sex, gender identity, disability, sexual orientation, marital or familial status, or public assistance status, membership or activity in a local commission, or any other characteristic protected by law. Every person making application for, currently employed by, or applying for further vacancies in CAP- HC will be considered on the basis of individual ability and merit.