Job Title: **Financial Assistance Program Manager**

Reports To: **Executive Director**

About MEAC: Madisonville Education and Assistance Center provides crisis intervention services, food access, financial assistance, and early education supports to our neighbors in Madisonville and the surrounding communities.

**Job Purpose:**Manage Emergency Financial Assistance programs for MEAC clients to improv financial stability and prevent homelessness.

**Duties and Responsibilities**

Oversee and implement MEAC’s Emergency Financial Assistance (EFA) Program:

* Schedule and conduct interviews for all incoming applicants to ensure eligibility.
* Verify accuracy of all information, documentation, and case records.
* Distribute funds to vendors on behalf of MEAC neighbors to maintain or secure safe housing, utilities, or essential resources for education or employment.
* Maintain accurate and detailed records of all assistance provided in multiple formats, including paper and electronic via VESTA and Excel software.
* Provide resources and referrals for neighbors to maintain housing or improve their financial status.
* Network with area churches and organizations to facilitate cross-referrals and partnerships.
* Advocate or serve as a liaison with third parties as needed.
* Serve as alternative support for neighbors interested in Enhance Your Life and other Financial Assistance programs
* Develop policies and guidelines for continuous quality improvement of EFA processes.
* Assist with grant applications and program reports as needed.
* Other program and organization support as needed, including but not limited to neighbor intake, Marketplace pantry, and special programs.

**Qualifications**

Minimum Bachelor of Social Work or related professional experience with at least two years of direct social service experience, preferably in crisis management.

**Working Conditions**

Position may require limited evening hours.

**Hours and Compensation**

24-32 hours per week with possibility for growth

Pay Range: $20-$25/hourly

To apply please submit a resume and letter of interest to director@meaccincinnati.org