

# STEP BY\_ STEP

healing & empowering  
young single moms

## VOLUNTEER ROLE: FINANCIAL ADVOCATE

Guide an assigned Step By Step (SBS) mom as she completes the Step Into Freedom (SIF) financial literacy course. This includes key interactions with mom participants as they implement new skills and habits into their lives.

### COMMITMENT

Hours	Weekly 30 minute meetings with SIF participant (2-4 hours a month)
Timespan	1 calendar year, beginning September

### QUALIFICATIONS/SKILLS

- Strong experience in financials, including budgeting and saving.
- Strong communication skills
- Ability to build individual relationships while maintaining healthy boundaries
- Be able to provide non-judgmental support to SBS moms coming from different faiths, beliefs, or lifestyles.
- Background check required for all adults (18 years of age and older) in the home.

### RESPONSIBILITIES

- Check in weekly (via phone, video chat, or in person) with SIF participant for about 30 minutes per week, centered around skill-based training, adhering to the SIF curriculum exercises & discussion provided each week.
- Develop a non-judgmental relationship encouraging the implementation of skills and habits discussed in SIF course.
- Assist SBS Program Staff with follow up with SIF participant concerning Individual Development Account deposits and maintenance.
- Build authentic relationships with SBS mom outside of weekly check-ins via text, phone calls, Facebook messages, etc.
- Complete weekly update report summarizing the development of the relationship, concerns with the mom, any additional support needed via the online Advocate Communication Log.

### TRAINING & SUPPORT

- SIF Advocates are required to complete approximately 2-hours of online training and training assessments provided by SBS in order to be assigned a participant.
- Advocates will be supported by the Program Coordinator and Program Director as needed.