

Focus Mentor Volunteer Description

Summary:

The Focus Mentor, as a member of the Financial Focus program, is committed to providing support and resources to those in the preparation process of their homebuyer journey. The Focus Mentor's essential role is to assist participants of the Financial Focus Program by empowering and guiding them to complete their Focus Goals. The Focus Mentor relates to them holistically, respecting the values and individuality of each participant.

Financial Focus Program:

A 6-week financial education course and 6-month follow-up mentor program. It is designed to provide financial guidance to help individuals and families qualify for homeownership. The next semester of the Focus program begins in October. Classes will take place on Tuesday evenings at 6:00pm.

Training: Each Focus Mentor will attend a training session on how to work with people in poverty, how to create SMART Goals, and the Habitat program requirements.

Prior Experience:

1. Volunteers are expected to have experience as a successful homeowner.
2. Volunteers are expected to have Financial Literacy experience, including:
 - a. Volunteers should be able to read a credit report and make recommendations for repairing and building credit.
 - b. Volunteers should have the ability to put together a budget.

Expected Commitment:

1. Volunteers will be matched with a participant(s) and will work with them through the duration of their 6-week Focus course and for the following 6 months to assist with Focus goal achievement.
2. The Focus Mentor may choose to discontinue involvement after their assigned participant(s) has received their certificate of completion. The Focus Mentor may choose to be assigned to a new participant for the next Focus program term. If the Focus participant is accepted into the Homeowner Program, the Focus Mentor may choose to become a H.O.M.E. Mentor for the participant.

Focus Mentor Volunteer Description, cont.

Responsibilities:

1. Work hard at building a rapport with the participant(s) you have been assigned.
2. Serve as a liaison between the participant(s) and Habitat to ensure that they understand the requirements of becoming a certified Focus graduate and the requirements of acceptance into the homeownership programs
3. Assist the participant(s) with the development of and achievement of Focus Goals.
4. Mediate in time of conflict.
5. Encourage your participant(s) to tap into appropriate community resources.
6. Contact the participant weekly during workshop, then at least once a month thereafter. Contact can be made either via video call or face to face, depending on the safety and comfort level of both the mentor and participant.
7. Provide the Homebuyer Services Department with a once-a-month report via the check-in worksheet. Include:
 - a. Goal development and progress updates
 - b. Accomplishments, joys, questions, and concerns
 - c. Use provided communication form to document progress monthly

If interested in becoming a Focus Mentor, please email Paola at pviega@habitat-sa.org to set up an interview.