



GOING HOME HAWAII
JOB DESCRIPTION: Representative Payee
FULL-TIME EXEMPT

Under the general direction of the HI-FUSE Project Manager, this position works collectively with the team to assist clients manage their finances. Your main responsibilities as a payee are to keep accurate records of financial transactions made to meet the client's needs, save for future emergencies or meet savings goal and empower beneficiaries to resume control of their finances. These may include the Department of Human Services, Employers, Unemployment Insurance, County Housing, and Veterans Affairs.

Duties and Responsibilities

- Coordinate Representative Payee program services and collaborate with community case management care teams to determine consumer needs and work towards financial independence.
- Keep accurate financial records for each beneficiary participating in the program.
- Provide budget management services that include making payments directly to identified vendors and creditors for necessities and distribution of allowances as agreed upon.
- Provide beneficiaries with education on financial issues and practices, allowing them to ultimately to resume control of their financial lives.
- Submit required program forms, data information and reports
- Maintain files, computer entry of data and statistics for assigned payee cases.
- Ensure maintenance of quality data for respective programs, including goals, accomplishments, trends, and solutions to address performance deficiencies.
- Maintain documentation on procurement of compliance of supplies, materials and equipment.
- Provide other program information, as requested for periodic monitoring and audits.
- Properly respond to reasonably expected situations that may arise in a reentry housing program.
- Perform other duties as assigned.

Minimum Qualifications

- High School diploma or equivalent required. Associates degree from an accredited university or college preferably in the social sciences or human services field preferred.
- One and a half (1 ½) years of work experience in the human services field AND one and a half (1 ½) years of bookkeeping or accounting experience required.
- Knowledge of Quickbooks Accounting system preferred.
- Intermediate knowledge of Microsoft Office programs.
- Ability to manage time effectively in an effort to complete all assigned tasks.
- Ability to plan, organize and delegate work to achieve desired results.



- Ability to work independently and with minimal supervision.
- Ability to present facts and recommendations effectively in oral and written form.
- Proficiency in utilizing web-based information systems and software.
- Strong interpersonal and communication skills with other professionals (including staff, community organizations, and donors), as well as volunteers and consumers (including persons experiencing homelessness, mental health, substance abuse, and incarceration).
- Flexibility to work in and implement high levels of detail in a fast-paced environment, utilizing sound judgment and discretion.
- Receptive to progressive ideas and supervisory directives.
- Punctuality and reliable attendance.
- Justice-System lived-experience a plus.
- Ability to work effectively with people of diverse educational and cultural backgrounds.
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications.
- Knowledge of the criminal justice system and experience working with justice-involved persons.
- Knowledge of homeless issues, and best practice approaches.
- Availability to work as-needed on evenings and weekends.
- Valid driver's license, personal vehicle with adequate insurance; able to travel locally, state-wide and to the continental U.S.

Physical Abilities

- Climb and/or walk up and down stairs and/or walkways.
- Sit, walk and/or stand for long periods of time
- Walk and/or standing for up to 30 minutes at a time.
- Lift, carry, pull and/or push items up to 30 pounds at a time and for short distances. Such motions may include reasonable bending, stooping, reaching and twisting.
- Perform other duties as assigned.

Scheduling Requirements

Regular full-time classification. General business hours Monday through Friday, including some evenings and weekends. Hours and days may vary based on the needs of the organization.

Starting Pay: \$42,000/year