Youth Housing Care Coordinator

Youth Homeless Demonstration Program

Position Description

PRIMARY PURPOSE

The Youth Housing Care Coordinator will recruit, coach, and provide comprehensive support services to homeless and at risk of becoming homeless youth.

DUTIES AND RESPONSIBILITIES

* Develop a comprehensive understanding of the state and federal rules and regulations of the housing programs administered by NWICDC
* Conduct intakes, review applications and documentation, collect appropriate data and determine program eligibility
* Provide comprehensive case management services aimed at reducing academic, personal, environmental, income and work-related barriers that prevent participants from obtaining or securing housing
* Maintain contact with program participants via telephone, email, postal mail, and face to face interactions
* Enter participant information into designated data reporting system(s) accurately and judiciously. Maintain accurate and up-to-date participant files
* Develop and maintain relationships and partnerships with community based organizations and landlords that lead to enhanced services for participants
* Connect participants to community resources to address individual/family needs. Report on the effectiveness of the referral and if any of the needs are unmet. If any needs are unmet, determine best resources to provide missing service if it is within the approved grant guidelines
* Ensure confidentiality of all data; maintain compliance with federal, state, and local laws, regulations, policies and procedures
* Must pass criminal background check and drug screen
* Pass the State of Minnesota Data Privacy Training on a yearly basis
* Provide NWICDC service information from various outreach events created for distribution at community events
* Must be a self-starter, work independently and within a team environment
* Prioritize and plan work activities; using work time efficiently and effectively
* Cultivate and maintain a good working relationship with co-workers and relevant community based organizations
* Attend meetings, trainings, seminars and conferences as required by funding source to augment knowledge and professionalism

Youth Housing Care Coordinator

Position Description page 2

DUTIES AND RESPONSIBILITIES continued

* Schedule required trainings after approval from supervisor
* Prepare purchase orders in their entirety reflecting the approved funding source and outline the grant requirements
* Perform all other duties as assigned by supervisor
* Travel to various locations during the day and occasional overnight stays may be required

SKILLS/KNOWLEDGE REQUIRED

* A Bachelor’s degree with relevant work experience preferred and a plus
* An Associate’s degree with 2 years of relevant work experience
* Effectively organize, prioritize, problem solve and multi-task while maintaining high quality of work and meeting deadlines
* Demonstrates teamwork by cooperating with and assisting coworkers as needed
* Experience in maintaining detailed records using computer data bases, proficiency in Microsoft Office, Google Docs and handwritten documents
* Represent NWICDC and its mission professionally and positively
* Contribute to and participate in strategic planning, program assessment and other efforts to improve program services and agency responsiveness
* Make decisions within the scope of your position based on NWICDC’s mission, vision and Anishinaabe worldview
* Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and community
* Articulate an awareness of self, values, ethics and experiences/biases that facilitate and present barriers, as they have an impact when working with families
* Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served
* Excellent communication skills; listening, verbal and written
* Ability to maintain the integrity and confidentiality of organization proprietary information and of program participants
* Must be able to perform job duties following NWICDC’s mission and vision statements
* Demonstration of an understanding, appreciation and awareness of the Anishinaabe and Native American cultural, social and economic diversity within the community being served
* Cultural sensitivity; knowledge of Anishinaabe worldviews and values or the willingness to learn and incorporate into practice

Youth Housing Care Coordinator

Position Description page 3

**BENEFITS**

* Employer paid health and dental insurance
* Health savings account; employer contribution
* 10 days of PTO per year
* Your birthday and one floating holiday paid per year
* 403b retirement matching contribution following one year of full-time employment and 1000 worked hours
* Continued personal and professional growth
* Flexible schedules consistent with program needs
* Positive work environment that reflects traditional Anishinaabe teachings and family values

Starting Pay $25 per hour

**DISCLAIMER**

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position is contingent on continued funding.*

*Equal Opportunity Employer: The emphasis of the organization is to provide resources for American Indian community members, but the resources, programs and employment opportunities of the organization shall be available to all persons regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, gender identity, and local human rights commission activity.*