

## Employment Counselor (YW Works)

**If you have a passion to support individuals working to build a better life for themselves and their families – the workforce development team at the YWCA St. Paul needs you!**

Come join our team and be a part of an organization that's making a difference in our community.

The YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YW Works Employment Counselors assist participants in the Minnesota Family Investment Program (MFIP) to attain self-sufficiency through employment. As a department serving almost 400 African American families, understanding African American culture, trauma and ideology is required. Case management services provided include: development and monitoring of employment plans; connecting participants to support services and other community resources, including problem solving and crisis resolution. The incumbent works closely with clients, families, other agencies, community organizations and YWCA staff and volunteers.

Qualified applicants have demonstrated experience working with people who have been on assistance for five years and approach this work through a cultural lens with an understanding of disparities that exist with government-based assistance.

In this position you will:

- Provide employment-based case management, support services, and coaching for a minimum of eighty (80) clients and their families.
- Co-facilitate cohort-based job skills training workshops.
- Represent YWCA by building and maintaining relationships with community organizations, public service initiatives, Ramsey County, educational systems, health care providers, and employers to ensure effective coordination of services.

YWCA St. Paul offers a competitive benefits package and compensation is dependent upon experience and qualifications. The hiring range for this position is \$17.50 to 21.50 per hour.

### Qualifications:

#### Required:

- Bachelor's Degree in related field; or equivalent work experience, plus an additional two years (minimum) experience in counseling, social work or job coaching.
- Experience with MFIP reporting systems.
- Strong problem-solving skills with ability to manage time, meet deadlines and maintain confidentiality.
- Exceptional interpersonal communication skills with the ability to manage conflict constructively.
- Computer competency including ability to use the suite Office 365 applications (primarily Word, Excel, Outlook and Teams).
- Access to reliable transportation for day travel.
- Alignment with YWCA mission of eliminating racism and empowering women.
- Established relationships with community-based resources.

**If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, please complete our Employment Application at: <https://www.ywcastpaul.org/careers>**

**Forward application, resume, cover letter to:**

**Email:** [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org) **Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***YWCA St. Paul is an Equal Opportunity Employer***