

## 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 YWCA St. Paul needs you!**

YW Works Employment Counselors assist participants in the Minnesota Family Investment Program (MFIP), to stabilize wellbeing while working to achieve steps toward financial independence. They provide case management services including development and monitoring of employment plans; connecting participants to support services and other community resources; and problem solving and crisis resolution. The incumbent works closely with clients, 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 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, establishing impactful relationships with African American families who experience homelessness, mental health, and chemical health.
- Work with clients to identify employment goals, meeting the client where “they’re at” defining barriers and actions unique to the whole family and African American lived experiences.
- Provide empowerment coaching and support to long term families receiving MFIP (5+ years)
- Utilize a 2-generation approach to advance goals and access to resources to support obtaining/maintaining employment; basic needs including housing, transportation, childcare; and education & professional training.
- Administer Inventory Assessments to identify clients’ interests, needs, and skills.
- Assist clients with building professional skills and work experiences; resumes and applications.
- Proactive awareness of employment opportunities to ensure job placement and retention when possible.
- Serve as an advocate with knowledge of referral sources for clients in need of domestic violence screening and assessment, mental health & chemical health counseling, and crisis intervention services.
- Maintain confidential case files, ensuring timely and accurate documentation, including: in person meetings, phone calls, emails, activities, goals & progress plans, case notes, and program reporting.
- Provide a welcoming and supportive environment by building safe and supportive relationships; utilizing a strength-based approach; affirming diversity through pursuing racial justice, gender equity, and cultural understanding.

### Minimum Qualifications:

- Prior experience working with African American families in the context of historical trauma, complex trauma, and racial injustice, with a demonstrated ability to work with diverse populations.
- Bachelor’s Degree in social work, counseling with a minimum of two years- work experience in counseling, support, or job coaching role, or equivalent work experience.
- Exceptional interpersonal communication skills and the ability to manage conflict constructively.
- Skilled in managing time, meeting deadlines, maintaining confidentiality, with strong problem-solving skills.
- Computer competency-demonstrated ability using the suite Office 365 applications (primarily Word, Excel, Outlook).
- Access to reliable transportation for day travel.
- Preferred experience with MFIP reporting system.

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. Come join our team and be a part

of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**If you are looking for an opportunity to make a difference and work in a collaborative environment where we celebrate and appreciate each other, please complete our Employment Application at:**

<https://www.ywcastpaul.org/jobs>

**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***