

# job posting

## Employment Counselor, YW Works

### Join us at our administrative center located in the historic Cathedral Hill neighborhood!

Come join our team at the YWCA St. Paul 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. We are currently looking for a full-time Employment Counselor.

The Employment Counselors assist participants in the Minnesota Family Investment Program (MFIP) to attain self-sufficiency through employment. 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. In this position you will:

- Provide case management services to clients, including intake and screening, referrals and monitoring.
- Work with clients to identify goals and barriers and develop written plans.
- Serve as an advocate and referral source for clients in need of domestic violence screening and assessment, counseling and crisis services.
- Provide crisis case management and de-escalation.
- Maintain confidential case files, ensuring timely and accurate documentation.
- Build and maintain community relationships to ensure effective coordination of services.

### Qualifications:

#### Required:

- Bachelor's Degree in social work, counseling or related field; or equivalent work experience.
- Minimum of two years- experience in counseling, social work or job coaching.
- Strong problem solving skills.
- Exceptional interpersonal communication skills and the ability to manage conflict constructively.
- Skilled in managing time and meeting deadlines.
- Demonstrated ability to work with diverse populations.
- Basic ability in Microsoft Word, Excel, Outlook.
- Ability to maintain confidentiality.
- Access to reliable transportation for day travel to attend meetings and events.

#### Preferred:

- Experience with MFIP reporting systems.

The hiring range, dependent on experience and qualifications is \$17.50 - \$21.50. YWCA St. Paul offers a competitive benefits package including medical, dental and life insurance; retirement plan; paid vacation and sick leave; and nine paid holidays. If you enjoy the opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, please complete the Employment Application on our website:

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

And forward application, resume, cover letter and salary expectations to:

Email: [hr@ywcaofstpaul.org](mailto:hr@ywcaofstpaul.org)

Fax: 651-305-1602

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