

Employment Counselor, YW Works

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

Come join our team at YWCA St. Paul 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.

We are hiring a full-time Employment Counselor who will work under our contract with Ramsey County providing culturally specific programming to the African American population.

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 plus a 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 are looking for an 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.ywcastpaul.org/jobs>

And forward application, resume, cover letter to:

Email: hr@ywcaofstpaul.org

Fax: 651-305-1602

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

YWCA St. Paul is an Equal Opportunity Employer