

Housing Coordinator

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 Housing Coordinator who will provide case management to families through our Rapid Rehousing program, as well as focus on developing and building relationships with community landlords in support of housing placement for families referred through Ramsey County Coordinated Access to Housing and Shelter (CAHS).

In this position you will:

- Provide in-home case management services to clients, including intake and screening, referrals and monitoring.
- Work with families to maintain and increase their financial stability.
- Recruit landlords and build relationships to obtain housing for clients; ensure landlord retention.
- Build and maintain community relationships to ensure effective coordination of services.
- Lead development and education of life skills for clients.

Qualifications:

Required:

- Bachelor's Degree (or equivalent combined education and experience) in Social Work, Human Service or related discipline required plus a minimum of two years' experience in counseling, social work or job coaching and one year's experience in case management.
- Proven ability in strategic relationship building.
- Ability to maintain confidentiality and interact with individuals from diverse socio-economic and cultural backgrounds
- Strong interpersonal communication skills and the ability to manage conflict constructively.
- Skilled in managing time and meeting deadlines.
- Basic ability in Microsoft Word, Excel, Outlook.
- Valid Driver's License and proof of auto insurance and access to reliable personal vehicle.

Preferred:

- Experience with Apricot database system.
- Experience working within institutional systems i.e. foster care, juvenile corrections, and residential settings
- Experience assisting with the landlord-tenant relationship

The hiring range, dependent on experience and qualifications is \$36,150 – 47,000 (annualized). 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@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