

job posting

Rapid Re-Housing Case Manager

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 Rapid Rehousing Case Manager.

The Rapid Re-Housing Case Manager provides case management services for single adults & families experiencing homelessness and residing in a Ramsey County. This position provides direct service to individuals and families, ensuring rapid placement in rental housing, assisting them to achieve stability, increase income and providing support to enable them to retain their housing. The Rapid Re-Housing Case Manager works closely with the Housing Coordinator to assist participants with access to safe affordable housing.

- Work in collaboration with Ramsey County Coordinated Access to Housing and Shelter (CAHS), provide case management services to families in finding and maintaining housing.
- Provide in-home case management services to clients, including assessment and screening, referrals and support services.
- Work with participants to maintain and increase their financial stability.
- Maintain confidential case files, ensuring timely and accurate documentation.
- Build and maintain community relationships to ensure effective coordination of services.
- Administer financial assistance to eligible participants.

Qualifications:

Required:

- Minimum of one year of experience in case management.
- Commitment and ability to work with diverse populations.
- Proven ability in strategic relationship building.
- Strong interpersonal communication skills and the ability to manage conflict constructively.
- Ability to maintain confidentiality.
- Skilled in managing time and meeting deadlines.
- Basic ability in Microsoft Word, Excel, Outlook.
- Access to reliable transportation.
- Ability to travel throughout Ramsey County and to local shelters. (Will transport participants in personal vehicle on occasion.)

Preferred:

- Bachelor's degree in social work, human services or related field.

Highly Desired:

- Experience and/or desire to work in an organization focused on the mission of empowering women and eliminating racism.

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.ywcastpaul.org/jobs>

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

Email: hr@ywcastpaul.org

Fax: 651-305-1602

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