



Job Title: Lincoln Place Case Manager

Salary: \$28-32k DOQ

Type: Full time

Deadline: 2/12/2010

Hours: Monday – Friday 10:30am – 7:00pm (Hours may vary according to need)

Organization Summary:

The Link is a nonprofit founded in 1991 by two former Minnesota Vikings players in collaboration with the late Leonard Lindquist who shared a vision of bringing opportunity and positive relationships to disempowered youth living in impoverished neighborhoods. This grassroots initiative has since blossomed into an experienced youth service organization serving the community through advocacy, housing, education, and intervention services. Over the last 18 years, The Link has touched the lives of nearly 17,500 youth and their family members through our asset-based service philosophy. Today, The Link continues to build positive relationships with youth that create sustainable positive changes. The Link is an Equal Employment Opportunity Employer.

Lincoln Place is a new permanent supportive housing development consisting of 24 efficiency apartments located at Cedar Grove Parkway and Gold Trail in Eagan (Dakota County). Lincoln Place offers affordable housing opportunities for homeless and disabled young adults in Dakota County. Staff from The Link will provide supportive services that include, but are not limited to, case management, 24-hour front desk coverage, independent living skills instruction, advocacy, and access to additional support services on-site and through referral to residents ages 18 and up. Lincoln Place housing is a drug and alcohol free development.

Essential Functions:

The primary goal of this position is to assist residents with maintaining their housing at Lincoln Place, as well as to support them in individual goals, growth, and personal development. Case Managers provide a variety of skill assessments and evaluations and will work with residents to develop Individual Service Plans and strategies for implementation for which the case manager will monitor and provide resources, referrals, advocacy, and living skills instruction.

General Responsibilities:

- Creates safe, trustworthy, and supportive relationships with residents
- Provides case management and maintains files for a caseload of 24 tenants
- Conducts needs assessments and jointly develops Individual Service Plan with residents
- Monitors, counsels, and assists tenants on their daily activities, case plans and exit planning
- Completes daily logs, case notes, and progress reports
- Creates a safe, respectful, and healthy atmosphere and environment
- Facilitates groups, activities, and service projects for youth
- Establishes and maintains relationships with referring agencies, community and government agencies, community members, and schools to ensure the best service provision
- Acts as a liaison and contact for other service providers and as an advocate for connecting clients to said services
- Supports residents in pursuing long-term education and career plans
- Provides necessary transportation according to availability
- Ensures that the tenants are following the rules and that the tenancy requirements are met
- Prepares tenants to live independently through Independent Living Skills instruction
- Ensures building security
- Participates in special projects as necessary
- Attends all meetings as required

Applicants' qualifications should include:

- BA/BS degree in psychology or human services, or 3 years experience working with at-risk youth or young adult populations, homelessness, or other underserved populations preferred
- Experience or knowledge of homelessness and housing issues
- Good knowledge of community resources that serve youth and young adults, persons with mental and physical health issues, GLBTQ and other culturally specific issues, etc.
- Excellent writing and communication skills
- Ability to maintain confidentiality and appropriate boundaries
- High level of responsibility, accountability, and integrity
- Willingness to continuously learn for personal and professional growth
- Computer application proficiency, including Microsoft Outlook, Word, and Excel
- Ability to work independently as well as within a team
- Good time management skills
- Ability to prioritize work and tasks
- High level of initiative and creativity
- Flexible and adaptable to changing environments
- Experience with group facilitation and teaching/role modeling Independent Living Skills.
- Clean driving record and no criminal background
- Access to insured, reliable transportation

**Benefits package offered to full time employees**

**This is a brand new program that will begin operating on April 1<sup>st</sup>.**

**Position begins on March 22, 2010. The first week will be M-F 8:30 to 5:00 and will consist of training.**

Interested applicants should send resume to 1210 Glenwood Ave. Minneapolis, MN 55405 Attention: Lincoln Place Program Manager; or fax to 612-871-0755; or email to [kkoegler@thelinkmn.org](mailto:kkoegler@thelinkmn.org)  
**No telephone calls please.**