



Job Title: Housing Program Assistant

Salary: \$10.00-\$12.00/Hour DOQ

Type: Part Time/Non-Exempt

Deadline: 2/26/2010

Hours: Several shifts available, see below.

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.

Primary Duties:

This position provides front desk coverage and reception duties as part of required around the clock resident support at Lincoln Place. This position is also responsible for guiding and tracking individual resident progress, maintaining structure in the building, ensuring building security, and providing residents with positive and supportive interaction.

General Responsibilities:

- Provides tenants with a sense of direction as well as challenges their internal growth
- Preserves the integrity of the Program and Agency
- Answer phones and direct calls
- Maintain guest log
- Log resident and building issues daily
- Assist with deliveries, site visits, visitors, tours, etc.
- General office duties as needed
- Cleaning and organizing of front desk, staff, and common areas
- Acts as a liaison and contact for other service providers and as an advocate for connecting clients to said services
- Monitors, counsels, and assists tenants with their daily activities, case plans and exit planning
- Completes daily logs and case notes.
- Creates safe, trustworthy, and supportive relationships with residents
- Prepares tenants to live independently/Independent Living Skills instruction
- Supports residents in pursuing long-term education and career plans
- Creates a safe, respectful, and healthy atmosphere and environment
- Ensures building security
- Facilitates groups and activities for residents
- Participates in special projects as necessary
- Attends all meetings as required
- Other duties as assigned by Program Manager or Case Manager

Applicants' qualifications should include:

- High School diploma required/BA Preferred
- Experience working with homeless, youth, at-risk populations and diverse populations preferred
- Willingness to learn about the Three Principles and incorporate this notion into professional interactions with clients, co-workers, and all parties involved.
- Excellent writing and communication skills
- Interest and skill in working with and around youth and young people
- Computer application proficiency, including Microsoft Outlook, Word, Excel and Access
- Knowledge of child welfare systems and community resources
- Flexible and adaptable to changing environments
- No criminal background

ADDITIONAL INFORMATION:

There are three part time positions and one coverage staff position available.

Housing Program Assistant A

Friday 7:00 AM - 3:00 PM

Saturday 7:00 AM - 3:00 PM

Housing Program Assistant B

Sunday 3:00 PM - 11:00 PM

Monday 3:00 PM - 11:00 PM

Housing Program Assistant C

Tuesday 11:00 PM - 7:00 AM

Wednesday 11:00 PM - 7:00 AM

Housing Program Assistant D (Coverage Staff)

Intermittent shifts as needed

HOW TO APPLY:

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

No telephone calls please.

Please indicate which of the above positions you are applying for when submitting your resume. You may indicate more than one position of interest when applying.

Position to begin on March 22, 2010

This is a brand new program that will begin operating on April 1st.