



Job Title: Lindquist Apartments Case Manager

Salary: \$26-29k DOQ

Type: Full time

Hours: Monday – Friday 11:00am – 7:30pm

Organization Summary

The Link was founded in 1991 by Jim Marshall and Oscar Reed, two former Minnesota Vikings, in collaboration with the late Leonard Lindquist, founding partner of Lindquist & Vennum. The organization began by offering youth development services in the areas of math, art, athletics, theater, and job and leadership trainings. Since its inception, The Link has worked with youth using a strength-based approach, fostering each youth's own resilience. Throughout its 17 year history, The Link has touched the lives of an estimated 15,000 youth and their family members. The Link is an Equal Employment Opportunity Employer.

Primary Duties

The primary goal of this position is to assist Lindquist residents with maintaining their housing at Lindquist Apartments, as well as support them in individual goals, growth, and personal development. Case Managers provide a variety of skill assessments and evaluations and 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 12 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
- Identifies problems and translates them into practical solutions in a composed manner
- Ensures that the tenants are following the rules and that the tenancy requirements are met
- Prepares tenants to live independently
- 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

Interested applicants should send resume to 1931 West Broadway, Minneapolis, MN 55411
Attention: Program Manager; or fax to 612-287-1676; or email ewixsten@thelinkmn.org