



Job Title: Front Desk

Salary: \$10.00

Type: Part-time

Hours: **Friday and Saturday 11pm – 7am**

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.

Lindquist Apartments is a 24 unit facility providing permanent, supportive, and sober housing for youth and young adults who are homeless and/or disabled. We offer 24-hour staffing, advocacy, Independent Living Skills instruction, counseling, and intensive case management

Primary Duties

This position provides front desk coverage and reception duties during primary business hours. This position also maintains structure in the building and provides residents with positive and supportive interaction.

General Responsibilities:

- Provides tenants with a sense of direction as well as challenges their internal growth while maintaining and modeling healthy and professional boundaries
- Preserves the integrity of the Program and Agency
- Answer phones and direct calls
- Assist with deliveries, site visits, visitors, tours, etc.
- General office duties as needed
- Cleaning and organizing of front desk, staff, and common areas
- Maintain guest log
- Attends all necessary and required meetings and trainings
- Log resident and building issues daily
- Monitors, counsels, and assists tenants in their daily activities and daily plans
- Responsible to write daily logs; keeps records of activities in absence of case manager
- Ensures building security

Applicants' qualifications should include:

- High School diploma required/some college
- Experience working with homeless/youth/at-risk populations and diverse populations preferred
- Willingness to learn about the Health Realization Model 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

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

No telephone calls please.