



Neighborhood House is a multicultural settlement house founded in 1897 by the women of Mount Zion Temple. Neighborhood House has supported families from over 50 cultural and ethnic populations in times of transition or need. With each successive wave of newcomers, the demographic makeup of our service population has changed. What has not changed is our commitment to helping families move from “survive” to “thrive.” At its six sites, Neighborhood House offers programming in Basic Needs (six Family Centers and two food shelves) and Lifelong Learning (Adult Education, Baby Talks, College Access, Early Childhood Education, Gang Reduction and Intervention Program, Health Access, and Youth Works). In 2015 we served over 15,000 individuals.

Why should you work at Neighborhood House? (This is what our staff says!)

Professional development opportunities	Diversity of staff, participants, and volunteers
Ability to work across programs and departments	Flexibility of time and work space
Openness to new ideas and creativity	Distributive leadership model
Continual learning	Great balance of teamwork and autonomy
Organizational reputation and heritage	Free parking and on bus line

Position Title: Case Management & Site Coordinator

Reports to: Family Center Manager

Position Summary: The Case Management & Site Coordinator provides in-home case management, counseling, advocacy, and support to families living in at-risk circumstances. This position also provides prevention and intervention support services to parents and prevents out-of-home placement. Manage a Family Center site.

Responsibilities:

- Coordinate case management referrals from Ramsey County for the Family Center using a team approach and engaging other neighborhood services as needed
- Conduct holistic assessments to identify participants’ needs, challenges and opportunities
- Work collaboratively with program participants and partnering agencies to create and implement achievable, realistic strategies to support participants’ family goal plans
- Work independently with a diverse population that has complex issues and often numerous barriers to sustaining housing
- Provide information on/referrals to community resources and assist families to access resources/navigate systems
- Build and maintain community network of providers and services to support participants’ goals
- Follow program practice/procedures — including documentation and database applications — using best practice guidelines
- Gather, record and submit accurate, timely and complete data for the participant record system, participant files, billing system and evaluation efforts
- Provide services that are culturally competent and strength based
- Establish and maintain positive, effective and professional working relationships handling confidential information appropriately and setting appropriate limits on personal and professional boundaries
- Maintain all data privacy requirements including meeting HIPAA regulations
- Serve as mandated reporter for any child protection issues that may arise
- Attend and participate in departmental/agency meetings and trainings as required
- Other duties as assigned

Qualifications:

- Bachelor’s degree in social work or related field, or equivalent related experiences; social worker licensure a plus
- Knowledge of family systems, parenting, child development, and community resources
- **Spanish Speaker desired**
- Excellent verbal and written communication skills in English
- Strong computer skills (including Microsoft Office, Internet, and e-mail)
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Must be able to work occasional evenings and weekends
- Must be able to safely lift a minimum of 10 pounds
- Must have a valid driver’s license, a clean driving record, and a reliable means of transportation
- Must pass a criminal background check

Status: Regular, Full-Time, Non-Exempt

For consideration please submit your resume with letter of interest and salary requirements to: Neighborhood House, Attn: Human Resources, 179 Robie St, Saint. Paul, MN 55107; Fax 651-789-2555; Email:humanresources@neighb.org.

Position RE-Posted: 12/15/2016

Closing date: 1/06/16 or when filled

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

We participate in the support, guidance, and appreciation of volunteers.