



Neighborhood House is a multi-service agency, providing wrap-around services for people when they need it most. 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.” Today, Neighborhood House helps immigrants, refugees and others find pathways out of poverty through programming in Basic Needs (six Family Centers, two food markets, and Community Health) and Lifelong Learning (Parent and Early Childhood Education, Youth Leadership, and Adult Education). All our programs and services are offered free of charge to our participants.

Our Mission

To help people gain the skills, knowledge and confidence to thrive in diverse communities

Our Vision

Hope, Opportunity and Dignity for All

Our Values

Equity and Inclusion
Learning and Reflection
Diversity and Culture
Community and Engagement
Integrity and Accountability

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	Continual learning
Great balance of teamwork and autonomy	Collaboration across departments
Organizational reputation and heritage	Free parking and on bus lines

What we are looking for:

Someone to reduce disparities in the child welfare system for African American families. Specifically, we will hire a community liaison whose purpose will be to safely reduce disparities in maltreatment reports by working with African American families and mandated reporters within their children’s school.

Position Title: Disparities Community Liaison

Reports to: Basic Needs Director **Status:** Regular, Full-Time, Non-Exempt

Position Summary: The Community Liaison will have strong ties to the African American community, be rooted in the culture and have the background, knowledge and understanding required to be respected and trusted by the community. They will also have the knowledge of the existing materials related to the structural factors that affect families and often lead to maltreatment reports.

Responsibilities:

- Meet with all families on a weekly basis at minimum
- 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
- Provide information on/referrals to community resources and assist families to access resources/navigate systems
- Work with Ramsey County programs and local school system
- 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:

- Five years of experience in direct Human Services work or a Bachelor's degree in social work, human services, or a related field
- Evidence of strong ties to the African American community, including the cultural and background knowledge and understanding required to be respected and trusted by the community.
- Understanding of structural racism, historical trauma, and the impact of both on African American families.
- Proven capacity to manage multiple tasks, including prioritizing and adjusting the scope as necessary.
- Knowledge of the existing materials related to the structural factors that affect families and often lead to maltreatment reports.
- Understanding of Ramsey County systems and programs and public school systems
- Strong computer skills (including Microsoft Office, Internet and e-mail)
- LEVEL interpersonal, verbal and written communication skills in English
- Ability to work both independently and as part of a team
- Demonstrated ability to work and communicate effectively with people of diverse economic, racial and cultural backgrounds
- Must have a valid driver's license and a reliable car means of transportation
- Must be able to pass a criminal background check
- Must be able to safely lift a minimum of 50 pounds

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 Posted: **09/01/2017**

Closing date: 09/15/2017 or until filled

Compensation: Please state salary requirement

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.