

YouthLink Job Opening:
ARCHDALE HOUSING TRANSITION COACH

Be a part of building a strong and supportive
community for youth.



About YouthLink

Founded in 1977, YouthLink is a leader in the Twin Cities for guiding young people (ages 18-24) experiencing homelessness from disconnection and hopelessness to self-reliance and wholeness. YouthLink provides inclusive, holistic services that move youth forward on their journeys toward achieving education, career, housing, and stability goals. YouthLink also hosts the Youth Opportunity Center (YOC), a “one-stop shop” of over 30 community partners who serve homeless youth. More than 1,800 young people seek services at YouthLink annually. In partnership with three affordable housing agencies, YouthLink also provides supportive services in more than 190 units of transitional and permanent supportive housing throughout the city.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

Our Vision

To be a community where all youth, without regard to their living situation, have an equal opportunity to pursue their goals and dreams, and an equal likelihood of achieving them.

POSITION SUMMARY

The Archdale Transition Coach provides supportive services to Archdale Apartments, a 37-bed supportive housing facility for youth ages 16 – 24. The Transition Coach is a key player in supporting residents’ journey into adulthood, and will support the parenting residents at Archdale, and the offsite mothers of seven, who lives in the community. The Housing Transition Coach provides “life coaching” that results in youth being empowered, connected, self-sufficient, and independent. Through the vehicles of positive relationship building and managing transitions, the Housing Case Manager helps youth identify and achieve goals to help them maintain safe, stable housing, employment, education, and life skills.

Key responsibilities include:

- Carry an active caseload of residents, co-support staff, and serve young adults who may have challenges due to mental illness or co-occurring disorders.
- Assess residents’ strengths, deficits, and independent living skills, develop and document individual case plans to address needs, make appropriate referrals, and ensure follow-through.
- Based upon case plan, assist residents with gaining access to needed medical, social, educational, vocational, mental health and other necessary services as they relate to the client’s independent living skills.
- Develop and strengthen youths’ interpersonal skills by providing counseling and crisis intervention to support success in a shared living space and in the community.

- Build trusting relationships with residents and create an environment that fosters independent living and community building.
- Understand residents' journey and provide non-judgmental case management based on a harm-reduction/trauma-informed approach.
- Knowledgeable about community resources: ARMHS, ILS Workers, COPE, Rule 25 assessments, Front Door Services, & Coordinated Entry Services.
- Partner with onsite Mental Health Therapist & Transition Coach's to develop needs assessments to support wrap-around services for residents.
- Collaborate with YOC (Youth Opportunity Center) and community agencies based on resident goals and aspirations.
- Collaborate with front desk and property management staff to ensure thorough communication and documentation.
- Accompany residents to appointments as a YouthLink representative and support and advocate for youth.
- Maintain thorough and accurate records, completing client data entry as required in the agency MAARS and HMIS data base system.
- Participates in staff development and is responsible for knowledge concerning current information in the area of mental illness and substance abuse and treatment and related behavioral problems specific to the age and population served.
- Cultural competent and the ability to demonstrate your understanding toward residents, in regards to diversity and values, sexual orientation, beliefs, and feelings.

DOCUMENTATION:

- Provide a minimum of 60 documented client service hours per month and complete all case documentation and reporting in a timely manner.
- Complete, maintain, and communicate individual program files, program reports, documentation, and client data entry thoroughly, accurately, and within established timelines.

AGENCY REPRESENTATION:

- Maintain professional boundaries with youth, co-workers, partners, and community.
- Ensure positive and professional representation of the agency in all interactions with youth, co-workers, partners, and community.
- Understand and apply Guiding Principles to work with clients, staff, and community and partner agencies.
- Consistently arrive on time for scheduled meetings and communicate absences according to agency policy.

OTHER FUNCTIONS:

- Ensure best practices, agency standards, and program development through participation in weekly supervision meetings, team meetings, All-Agency meetings, clinical consultation, and trainings.
- Consistently communicate daily and weekly schedules with youth to direct supervisor.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION/EXPERIENCE:

Bachelor's degree required in either social work, family studies, psychology, sociology, or human services AND 2-4 years of experience working in supportive housing, and knowledgeable about (Independent Living skills) ILS supports, and ARHMS (Adult rehabilitative Mental Health Services).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working with parenting young adults, knowledgeable about early childhood education, visiting nurses services, WIC program, community health resources, medical assistance, prenatal, and parenting resources and services in the community.
- Able to provide non-judgmental services, including demonstrating an acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Strong knowledge in principle-based approach, including harm-reduction, trauma-informed, strengths-based, and other areas reflected in YouthLink's Guiding Principles.
- Knowledge of educational and vocational pathways for youth.
- Ability to make sound decisions independently in crisis situations.
- Effective written, verbal, and interpersonal communication skills.
- Comfortable with and effectively able to work independently.
- High degree of professionalism.
- Able to work in a collaborative environment.
- Demonstrated experience working with communities of color.
- Mission-driven and able to incorporate agency philosophy into service delivery.
- Comfortable with Microsoft Office applications.
- Knowledge of local housing regulations and needs of youth experiencing homelessness.
- Experience with case management documentation.

BENEFITS

YouthLink's competitive and comprehensive benefits package includes medical, dental, life insurance, long-term disability insurance, elective benefits (short-term disability, FSA, 401(k)), and paid vacation and sick leave.

HOW TO APPLY

E-mail a cover letter and resume with the subject line "Archdale Housing Transition Coach" to housing-careers@youthlinkmn.org.

Equal Employment Opportunity: YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.