

St. Stephen's Human Services

Title: Kateri On-Call Advocate
Supervisor's Title: Senior Advocate
Schedule or Hours: Varies
Benefits: NA
Compensation: DOQ
Application Deadline: Open until filled

If you are looking for a challenging job with a flexible schedule, in a casual business environment, then come join the work of St. Stephen's Human Services to end homelessness. In order to keep up with the quality services we provide our residents at Kateri, we need to fill 2 more positions.

Kateri Residence, a program of St. Stephen's Human Services, provides safe and sober housing to American Indian women in recovery from chemical dependency. Kateri blends traditional recovery methods such as AA and 12-step with a focus on American Indian culture and spirituality as a means of healing.

St. Stephen's Human Services is a leading, growing nonprofit human services agency with a mission to end homelessness. The organization serves people experiencing homelessness and the community through diverse programs and activities, over 80% of which are funded through federal, state and local government contracts. For more information, see our website: www.ststephensmpls.org

Position Overview

The On-Call Advocate will work with a twelve person team to empower the residents of Kateri to overcome chemical dependency barriers.

Job Responsibilities

They will primarily be responsible for:

1. Coordinate resident services and daily maintenance of residential environment.
2. Conduct intakes of new residents, assisting residents in understanding contracts, program policies, and rules.
3. Maintain resident's files and staff log.
4. Ensure residents abide by all House Rules.
5. Monitor resident's Medical Sheets and record information in client files.
6. Intervene promptly and appropriately in any situation, which threatens the safety of the residents and their children.
7. Document the number of children visiting on weekends and the progress of each child.

8. Monitor and oversee residents cleaning of their apartment. Monitor and oversee other weekend house jobs.
9. Maintain and clean offices on weekend and do laundry.
10. Monitor and record resident's goals and maintain client files.
11. Make appropriate referrals for specialized services as needed.

Qualifications

1. High school graduate or GED equivalent.
2. At least one year experience working with Native American women.
3. A valid Minnesota driver's license and current auto insurance.
4. Must have high energy and be highly motivated
5. Experience working in a social service setting. Experience working in transitional housing a plus.
6. Knowledge and sensitivity to issues of chemical dependency.
7. Knowledge of Native American community resources and Native American women's issues. Strong communication skills (oral and written), self-starter and team player.
8. Background must be cleared by DHS.

Interested candidates should submit their resume, cover letter, references, and salary history to hr@ststephensmpls.org. or visit our website at www.ststephensmpls.org for application materials. No phone calls please. St. Stephen's Human Services is an Equal Opportunity Employer.