



**United Community Action Partnership, Inc.**

**INTERNAL/EXTERNAL**

**CLASS TITLE/POSITION:** Supportive Housing Counselor (JOB #0317D)

**LOCATION:** Hutchinson/Willmar – Office TBD

**STARTING SALARY:** \$13.26 - \$16.63/hr + Benefits

**JOB STATUS:** Full-Time (32-40 hours per week), Non-exempt

**ESSENTIAL FUNCTIONS:**

- Provide enrollment, assessment, and goal development and program services with individuals and families.
- Provide participants with ongoing Case Management and support.
- Complete record-keeping, case notes, data collection and other documentation as needed.
- Assist the Family Services Manager with program management activities.
- Establish and maintain effective referral network and community linkages.
- Assure all necessary documentation and reports are completed accurately and timely.
- Attend conference, meetings and trainings as needed or requested.
- Support and model United's Behavioral Competencies.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated effective interpersonal, written, and verbal communication skills.
- Awareness of and sensitivity toward economic and cultural issues.
- Ability to promote, support, advocate for, and facilitate change in individuals.
- Ability to provide assistance to individuals and families in crisis situations.
- Understanding and respect for individual choices and diversity.
- Ability to facilitate comprehensive assessments with participants.
- Demonstrated ability to set, monitor, and evaluate participant goals.
- Demonstrated ability to work with other service providers to advocate on the behalf of participants for improved accessibility to services.
- Ability to work independently and as part of a team.
- Demonstrated problem solving and conflict resolution skills.
- Ability to travel regularly within the nine (9) county service area and occasionally outside of the service area.
- Reliable, regular attendance and reliable mode of transportation.
- Must have a satisfactory background check.

**EDUCATION AND EXPERIENCE:**

- BA in Social Work or a related field and two (2) years related work experience, including direct work with individuals and families and experience with housing issues OR a combination of six (6) years of education and/or experience in a social work or related field, including direct work with individuals and families and experience with housing issues.
- Minnesota Licensed Social Worker (LSW) preferred, but not required.

**CLOSING DATE:** Open until filled.

**CONTACT:** Shayna St. Pierre, Human Resources Coordinator  
United Community Action Partnership, Inc.  
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**United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.**