***The Experience of Neshama***

**What are we doing?**
The Experience of Neshama is part of the effort to end homelessness in all of Minnesota! Our role is vital as we are providing housing advocacy services to individuals as they exit homelessness or the risk of homelessness. Once the individuals are housed, we encompass a holistic approach dealing with change as it relates to the physical, emotional, mental, and spiritual wellness of the individual. We believe spirituality and faith are a big part of what we do as we journey with others towards Hope. We have high expectations, dream big, and want the best to join us in this effort. We believe in creativity and allowing direct staff freedom to do the work needed to get the job done.

**Job Title:** Housing Advocate

**Job Summary:** This position requires the ability to connect with clients who have experienced long-term homelessness, mental and chemical health concerns, and physical health problems as a result of trauma. This position will influence and recognize positive behavior changes and will identify problems and obstacles that threaten to undermine the client’s inter-dependence (not self-reliance). Responsibilities include ongoing needs assessment; personal goal plans; implementation; support; information; referral and advocacy for individuals who are clients of The Experience of Neshama.

**Essential Duties and Responsibilities:** The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive.

* Meet weekly with a caseload of approximately 20-25 individuals.
* Able to utilize Critical Time Intervention, Motivational Interviewing, and Harm Reduction models.
* Keep accurate, up to date documentation on all clients including but not limited to, goal plans, case notes, local and federal funder data reporting, etc.
* Assist clients in navigating the numerous providers of mental health, chemical health and physical health services, as well as any other community resources available to the client.
* Facilitate relationship building between landlords/caretakers and clients.
* Utilize harm reduction interventions and methodologies to provide client centered services that keep them in housing.
* Utilize skills regarding crisis prevention and intervention.
* Assist clients to build upon their strengths and recognize their needs in a respectful manner.
* Visit and inspect client apartments to make sure they are properly maintained.
* Organize and facilitate social and recreational activities designed to promote community involvement and peer support.
* Attend trainings that increase knowledge of effectively meeting clients’ needs (including co-occurring disorders, harm reduction, and cultural competence).

**Team/Staff Relations:** Our team is a powerful group of individuals who will work to encourage you as well as hold you accountable to live in your fullest capacity. We believe in helping you reach your potential and will work to help you make that possible. Prepare to be challenged!

**Hours:** Typically 9am-5pm with flexibility to meet needs of the clients in order to respond to crisis situations as they arise after hours.

**Minimum Technology Qualifications:** Ability to use:

* Office equipment including telephone, smartphone, and voicemail systems, copier, printer, scanner, and fax machine.
* MS Word, Outlook, and Onedrive
* The Internet
* Computer Network (files, drives, and folders)
* Typing abilities to write at least 40 words a minute

**Minimum Requirements:**

* Prefer at least 3-5 years’ related experience delivering services to those experiencing long term homelessness, mental health issues, chemical health issues, etc.
* Knowledge of providing supportive housing a plus.
* Valid driver’s license, proof of insurance and reliable vehicle required in order to transport clients.
* Excellent verbal and written skills required, and the ability work independently.
* Excellent time management, organization, attention to detail, and problem-solving abilities

**Knowledge and Skills preferred:**

* Knowledge and familiarity with social services and community resources in the Twin Cities metro area
* Motivational interviewing and Harm Reduction Models
* Work experience in social services and/or case management

**Education and/or Experience:** Prefer a college degree but work experience may be considered as a substitute for some education.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, climb stairs, drive, bend, and communicate. The employee must lift and/or move up to 15-30 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions and ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury. While performing the duties of this job, the employee is regularly required to navigate being outdoors in the heat and/or cold with clients, be in client apartments with bug infestations, interact with clients who are under the influence, interact with clients who are experiencing psychiatric difficulties, etc.

**Benefits:** $38,000 salary, paid time off, retirement match, health care stipend

\*\*Please send a cover letter and resume if you wish to apply.

*AA/EEO: The Experience of Neshama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer'*
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**This Company Describes Its Culture as:**

* Detail-oriented -- quality and precision-focused
* Innovative -- innovative and risk-taking
* Team-oriented -- cooperative and collaborative

**COVID-19 Precaution(s):**

* Personal protective equipment provided or required
* Temperature screenings
* Social distancing guidelines in place
* Sanitizing, disinfecting, or cleaning procedures in place
* Utilizing masks when meeting clients face to face
* Sanitizing surfaces/areas after interacting with clients

**Work Location:** Multiple locations

**Work Remotely:** No

**Job Type:** Full-time

**Pay:** $38,000.00 per year

**COVID-19 considerations:**
We do enter into the homes of at risk individuals therefore we make our best effort to decrease the risk to both staff and clients.