



Seeing Strengths. Creating Options. Restoring Health.

OPEN POSITION ANNOUNCEMENT
Desk Clerk
Delancey Apartments
0.2 FTE (every other weekend, 4pm-12am)

Purpose:

This position is responsible for providing front desk coverage and reception duties, as well as alerting supportive service providers when needed.

Education and Experience:

- Has an Associate of Arts degree in one of the behavioral sciences or health and human services-related field; or
 - One year experience working with persons who have experienced long-term homelessness, addiction and/or mental illness;
 - Three years of personal life experience with serious and persistent mental illness;
 - Three years of life experience as a primary caregiver to an adult with a serious mental illness or traumatic brain injury;
 - 4,000 hours of supervised paid work experience in the delivery of mental health services to adults with a serious mental illness or traumatic brain injury.
- Experience in psychosocial rehabilitation program or residential setting is desired.

Additional Requirements:

- Must be ambulatory and able to negotiate stairways;
- The ability to lift and carry heavy weights (i.e.: move household furnishings, carry groceries) that could weigh up to or exceed 40 pounds;
- The ability to work evenings and weekends;
- Ability to perform CPR and first aid, and respond to emergency situations;
- Must not be actively receiving services from Guild Incorporated and must not have received services within the last two years.
- Promote an inclusive, diverse, culturally competent and respectful work environment.

Key Responsibilities:

- Assist residents in acquiring the skills needed to maintain their housing.
- Ensure safe environment by providing crisis assessment and safety interventions.
- Ensure the building, community room and offices and apartments are clean, healthy and safe.
- Maintain continuity and coordination of services to residents.

About Guild Incorporated:

Guild Incorporated helps individuals with mental illness lead quality lives. We provide an array of recovery-focused, community treatment and rehabilitation services for individuals 16 and older who have serious mental illnesses such as schizophrenia, schizoaffective disorder, and bipolar disorder. On any given day, Guild staff serves nearly 900 individuals in the Twin Cities metro area. Services are mobile, provided in the community when and where needed.

Delancey Services use a "Housing First" approach to help individuals who have histories of long-term homelessness compounded by mental illness, substance use, chronic health conditions, and trauma to improve their quality of life.

To Apply: Please send your cover letter and resume to:

Mail: Guild Incorporated
Attn: Human Resources
130 South Wabasha St., Ste. 90
Saint Paul, MN 55107

Fax: 651.450.2221

Email: employment@guildincorporated.org
Website: www.guildincorporated.org