



Seeing Strengths. Creating Options. Restoring Health.

OPEN POSITION ANNOUNCEMENT Coordinated Entry Navigator 1.0 FTE

Purpose:

This position is responsible to engage and provide direct support to long-term homeless households who have been assessed within a Coordinated Entry system in the metro area as long-term homeless and are on a priority wait list.

The Navigator will assist the households with obtaining documentation and making connections with mainstream services/benefits they are waiting for a referral. In partnership and collaborations with social service and housing providers, homeless households will decrease the time between referral and being housed, make connections with other services as needed and remain engaged.

Education and Experience:

- The Coordinated Entry Navigator shall be qualified under Minnesota law as a Mental Health Case Manager as follows:
 - Holds a Bachelor's Degree in one of the behavioral sciences or related fields from an accredited college or university and has 2,000 hours (1 year) of experience in the delivery of service to persons with mental illness;
OR
 - Case managers without a bachelor's degree must meet one of the requirements:
 - Have three or four years' experience as a case manager associate.
- Minimum of one-year working or personal experience related to the homeless population and/or with coordinated entry systems.
- Experience in either a housing related field or social services, working with households with multiple barriers, such as mental illness, substance use, and histories of trauma is preferred.

Additional Requirements:

- A valid Driver's License, reliable vehicle, satisfactory driving record and necessary insurance.
- Ability to perform CPR and First Aid and respond to emergency situations.
- Must not have received services from Guild Incorporated within the last two years.
- Promote an inclusive, diverse, culturally competent and respectful work environment.

Key Responsibilities:

- Prepare, coordinate, and oversee the completion of designated tasks relating to obtaining documentation for housing and referrals for ongoing needed services.
- Engage referred households, and maintain contact with them until housed or established with other providers
- Develop and maintain relationships with coordinated entry staff and assessors, social service providers, housing providers and other providers.
- Develop and maintain reporting that demonstrates the outcomes of the project.

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: employment@guildincorporated.org