



Seeing Strengths. Creating Options. Restoring Health.

OPEN POSITION ANNOUNCEMENT
Program Assistant
Supportive Housing / Delancey Apartments
1.0 FTE

Purpose:

Under the direction of the Program Manager, this position is responsible for organizing, coordinating, and monitoring operations of the Supportive Housing Services and Delancey Apartments; Housing Access Resource Team; Housing Support Services, including coordinating communication between the team, other providers, and clients; and assisting the team to enable effective and efficient operations, while enhancing the provision of services to clients.

Education and Experience:

- Associate of Arts degree or Business Certificate, with two years of accounting, administrative assistant or office coordination experience.
- Some office or technical training is desired.
- Experience working with adults who have experienced homelessness (paid, personal, or volunteer) is desired.

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.
- Ability to periodically lift up to 10 lbs. and work seated at desk to complete tasks.
- Must not be actively receiving services from Guild Incorporated and must not have received services within the last two years.

Key Responsibilities:

- Provide accounting and manage monthly client budgets on accounting database, which includes the payment of rents and household bills.
- Oversee electronic health record to facilitate staff documentation of service contacts and complete reports as requested for the team. Maintain client files as requested to ensure accuracy of documentation and compliance with applicable regulations.
- Provide data entry into Homeless Management Information System and ensure accuracy of records.
- Review and evaluate service documentation to ensure accurate reporting.
- Maintain and utilize appropriate individual and team records to ensure accuracy of documentation and compliance with applicable regulations.
- Perform activities as scheduled to assist in the overall functioning of the program and to enhance service coordination.
- Promote an inclusive, diverse, culturally competent, and respectful work environment.

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 uses 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

Guild Incorporated is an Affirmative Action and Equal Opportunity Employer.