



JOB TITLE: On-site Case Manager/Property Manager for 610 Patriot Dr. NW.

SUPERVISOR: Landlord and Program Co-Directors

STATUS: Non-Exempt

SUMMARY: The primary purpose of this in residence position is to promote security and cultivate community for the Evergreen tenants located 610 Patriot Drive on evenings, weekends, and holidays. This position would contact emergency services (Local Law Enforcement, fire, ambulance, mobile crisis team, etc.) when needed. This position is also responsible for some light cleaning as specified below.

DUTIES:

1. Maintain an on-site presence in the building during the evenings and weekends.
2. Provide two-week's notice or more (when possible) of any extended absences. When unavailable, communicate with Landlord and Program Co-Directors.
3. Share the Emergency Phone Call Coverage duties with the person who holds the same position in the Ford building. This includes letting tenants into the building if they have forgotten their key.
4. Understand and utilize a network of emergency services.
5. Report lease violations promptly to the EYS Program Directors and Landlord.
6. Communicate regularly with Landlord to maintain awareness of current legal tenants.
7. Coordinate requests for repairs and maintenance, and tenant concerns with Evergreen Landlord.
8. Responsible for keeping the outside grounds clean and litter free. Also keep the inside vestibule, lobby, stairs, upstairs hallway, and upstairs laundry room clean and free of debris. Wipe down walls, paint and touch-up walls as needed.
9. Ensure the safety of Evergreen property. Report issues to Landlord for maintenance/repairs.
10. Bring recommendations of new ideas for safety and policies to Landlord/Program Co-Directors.
11. Work collaboratively with tenants, EYS staff, property maintenance, law enforcement, and other community service providers.
12. Commit to ongoing learning and practice of best practices including Trauma Informed Care, Harm Reduction, Positive Youth Development and Cultural Humility.
13. Check Evergreen-issued email at least one time per day.
14. Must demonstrate healthy boundaries with tenants at all times.
15. Must maintain agency and client confidentiality and abide by the Data Privacy Act, Health Information Portability and Accountability Act (HIPAA) and VAWA and VOCA.
16. Other duties as assigned by supervisor or agency executive director.

QUALIFICATIONS:

1. Applicants must be at least 21 years of age.
2. Must have 2 years or more working with youth and young adults of diverse cultures including, Native American and LGBTQ+.
3. Must have an understanding of and commitment to best practices for working with youth including Trauma Informed, Harm Reduction, Positive Youth Development, Cultural Humility and Journey Oriented Practices.
4. Must have a strong understanding of professional boundaries with clients and exercise good judgment regarding boundaries.
5. Applicants must indicate support for Evergreen's mission and all agency programs.
6. Must be able to work as a team member.

7. Must have strong oral communication skills.
8. Must be able to exercise initiative, work independently, meet deadlines, and have strong organizational skills.
9. Must possess basic knowledge of building maintenance skills in order to report maintenance needs to landlord or fix the problem.
10. Must be a positive role model to staff, youth, families and the community.
11. Must successfully pass a drug test.
12. If there is history of substance abuse, applicant must have at least two years free of substance abuse issues prior to beginning employment with Evergreen.
13. Must maintain agency, coworker, and client confidentiality and abide by the Data Privacy Act, the Health Information Portability and Accountability Act, and VOCA/VAWA for all past, present and future clients.
14. Must not be disqualified by a Minnesota DHS Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and a National Sex Offender Background Check.

COMPENSATION: For the basic duties listed above, this position will receive a 1-BR apartment with rent, utilities, local telephone, and internet covered by the employer.

Additional Duty: This position will work up to 10 hours per week at \$15.00 per hour creating community time with tenants. This position is considered non-exempt and paychecks will be directly deposited in the employee's account bi-weekly. There are no benefits offered with this position.

Physical Demands Related to Maintenance Duties:

While performing maintenance duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl in order to conduct building checks, clean units, and make minor repairs. Vision abilities required by this job include close vision. This employee must be able to lift up to 75 pounds and have the ability to push or pull up to 100 pounds.

HOW TO APPLY: Initial review of applications will be on August 31, 2020. Please have all application materials in by August 28, 2020 for consideration. This position is open until filled. Please send a cover letter, resume, and Evergreen Employment Application (available at www.evergreenyfs.org) to: Evergreen Youth & Family Services, ATTN: HR Director, PO Box 662, Bemidji, MN 56619 or email hr@evergreenyfs.org.

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