



## **JOB DESCRIPTION**

**JOB TITLE:** Program Assistant EYS  
**SUPERVISOR:** EYS Program Director  
**TYPE:** Full-time/Non-Exempt

### **SUMMARY:**

This position is the main assistant to the EYS Programming. They work closely with Evergreen case managers and Street Outreach staff to provide direct service support to clients. This position will also act as the Evergreen Landlord for all on-site housing. Employee must be able to provide transportation using agency vehicles. This position uses visual and auditory skills approximately 95% of the time.

### **DUTIES:**

1. Responsible for drop-in hours to ensure full coverage of the Drop-In center daily, including food preparation, set-up, and clean-up and to meet client needs.
2. Supports Drop-in operations that includes safety and needs assessments, brief mental health/trauma assessments, ability to triage multiple need situations, understand the needs of homeless persons or those at risk of homelessness, provide individual guidance, advocacy, referrals, coordination with other community service providers, networking, case consultation and referral to other program staff, case documentation, statistics, and report writing.
3. Assists with Street Outreach event preparations and attends events as needed.
4. Provides direct service support to clients at request of case managers. This could include client transportation, assisting clients to complete necessary paperwork for referrals, medical assistance, and other supportive services and vital document acquisition, along with other needs that evolve.
5. Completes necessary paperwork for client charges and program expenses, in compliance with the Evergreen Forms Manual.
6. Assist youth to access and make referrals to specialized providers on youth's behalf, which address their specific needs and concerns (related to their mental health, physical health, chemical use/abuse, housing, employment, education, etc.)
7. Shares data and information for monthly board reports, funder reports, and other reports requested by supervisor or the agency executive director.
8. Provides advocacy and support to victims of crime.
9. Attends Drop-in team meeting weekly.
10. Attends Shelter team meeting if SOP coordinator is unable.
11. Other duties as assigned by EYS Program Director or agency executive director.

### **LANDLORD RESPONSIBILITIES:**

1. Completes leases/contracts with Evergreen on-site tenants by establishing and implementing sublease agreements and tenant expectations.
2. Ensure that tenants have fobs/keys issued prior to move-in and replaces fobs/keys as needed.
3. Responsible for fobs and ensuring that clients and staff have building access.

4. Coordinate maintenance of the interior of the premises including facilitating and coordinating apartment clean-outs and maintenance upon tenant transition for Ford (12 apartments) and EYS apartments (5 apartments).
5. Investigates and resolves tenant complaints; enforces rules of occupancy; inspects vacant units; documents and reports repairs to EYS Program Director.
6. Oversees preparation of apartments before and after tenant transitions.
7. Communicates with Whelan Properties regarding building issues and repairs.
8. Enforces tenant expectations with written warnings/letters for violations. Works with case managers to resolve and communicate tenant warnings.
9. Attends Housing Team meetings weekly.

#### **QUALIFICATIONS:**

1. Applicants must be at least 21 years of age.
2. Prefer person with an AA degree or higher in a human service-related field, and/or a minimum of two years direct service with youth and their families.
3. Preference will be given for experience with homeless and foster youth.
4. Must be able to work flexible work schedules including evenings.
5. Applicants must indicate support for Evergreen's mission and all agency programs.
6. Must have experience working with youth and families of diverse backgrounds.
7. Must be able to work as a team member.
8. Must have strong written and oral communication skills.
9. Must be able to exercise initiative, work independently, meet deadlines, and have strong organizational skills.
10. Must have strong computer familiarity and experience with Word, Outlook, Excel and online navigation.
11. Must have reliable means of transportation and a valid driver's license.
12. Must be a positive role model to staff, youth, families and the community.
13. If applicant had former chemical use problems, applicant must have been free of chemical use problems for at least two years prior to beginning employment with Evergreen.
14. Must successfully pass a drug and/or alcohol test.
15. Must be able to be insured on agency auto insurance policy.
16. Must maintain agency, co-worker, and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act for all past, present and future clients.
17. Must not be disqualified by an Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website and must pass a National Sex Offender Registry check.

#### **Physical Demands:**

While performing the responsibilities of this position, 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 occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The employee must be able to lift up to 35 pounds.

**COMPENSATION:** \$15.00 - \$17.50 per hour DOQ, Evergreen also offers a competitive cash benefits package, generous vacation/holiday/sick time/401 (k) match, and flexible scheduling.

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to download our employment application. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** This position will be open until filled.

**EVERGREEN YOUTH AND FAMILY SERVICES, INC. IS  
AN EQUAL OPPORTUNITY EMPLOYER / ADA**