



Evergreen Youth & Family Services is a leading non-profit organization dedicated to empowering youth and families in Bemidji, MN, and the surrounding communities. We provide a range of comprehensive services aimed at supporting young people and their families to overcome challenges and thrive. We are currently seeking a skilled and proactive Maintenance and Facility Specialist to join our team. This vital role will ensure our facilities are safe, functional, and welcoming, allowing us to continue delivering exceptional support to those we serve.

JOB TITLE: EYS Program Assistant – Housing and Facilities
SUPERVISOR: EYS Program Director
TYPE: Full-time/Non-Exempt (40 hours/week)

SUMMARY:

This position is the main assistant to the EYS Programming. They work closely with Evergreen case managers, EYS Program Director and the Human Resources Director to provide direct service support. Employee must be able to provide transportation using agency vehicles. This position uses visual and auditory skills approximately 95% of the time.

RESPONSIBILITIES:

1. Main contact for FHPAP program and paperwork.
2. Responsible for assigned 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.
3. 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.
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.
5. Completes necessary paperwork for client charges and program expenses, in compliance with the Evergreen Forms Manual.
6. Coordinate maintenance of the interior of the premises including facilitating and coordinating apartment clean-outs, move-ins, and maintenance upon tenant transition for Ford (12 apartments) and EYS apartments (5 apartments).
7. Coordinate facility maintenance with the Human Resources Director for comprehensive building preventative maintenance, repairs and building upkeep.
8. Ensure that tenants have fobs/keys issued prior to move-in and replaces fobs/keys as needed.
9. Communicates with Whelan Properties regarding building issues and repairs.
10. Maintains security devices for on-site housing buildings.
11. Other duties as assigned by EYS Program Director or agency executive director.

QUALIFICATIONS:

1. Applicants must be at least 21 years of age.

2. Prefer person with an AA degree or higher, and/or a minimum of two years' experience in handyman/maintenance work.
3. Preference will be given for experience with homeless and foster youth.
4. Applicants must indicate support for Evergreen's mission and all agency programs.
5. Must have experience working with youth and families of diverse backgrounds.
6. Must be able to work as a team member.
7. Must have strong written and oral communication skills.
8. Must be able to exercise initiative, work independently, meet deadlines, and have strong organizational skills.
9. Must have strong computer familiarity and experience with Word, Outlook, Excel and online navigation.
10. Must have reliable means of transportation and a valid driver's license.
11. Must be a positive role model to staff, youth, families and the community.
12. 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.
13. Must successfully pass a drug and/or alcohol test.
14. Must be able to be insured on agency auto insurance policy.
15. 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.
16. 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.

Signature: _____

Printed Name: _____ Date: _____

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