



Join our team at Evergreen Youth and Family Services strengthening youth and preserving families in Northern Minnesota. Evergreen is an established non-profit believing communities are strongest when every individual is treated with dignity and respect and has support to achieve their full human potential. We are looking for a stable, caring adult to live on-site with values in-line with our mission. This position would be available to start April 7, 2025.

JOB TITLE: On-site Property Manager for 638 Patriot Dr. NW.
SUPERVISOR: Human Resource Director/Landlord
TYPE: Non-Exempt

SUMMARY: The primary purpose of this in-residence position is to promote the security and cultivate community for the Evergreen tenants located at the “Ford Building” 638 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. Maintains an on-site presence in the building during the evenings and weekends.
2. Provides a two-week’s notice or more (when possible) of any extended absences. When unavailable, communicate with Landlord.
3. Share the Emergency Phone Call coverage when responding to emergencies when needed. This includes letting tenants into the building if they have forgotten their key.
4. Understand and utilize a network of emergency services and be available for on-call coverage as required.
5. Reports tenant violations promptly to the EYS Program Director and Landlord.
6. Communicate regularly with Landlord to maintain awareness of current approved residents.
7. Coordinate requests for repairs and maintenance, and other tenant concerns with Evergreen Landlord.
8. Responsible for keeping the outside grounds clean and litter free. Keep the inside vestibule, lobby, stairs, hallways, and laundry rooms clean and free of debris. Additionally, wipe down walls, and paint and touch-up walls as needed.
9. Ensure the safety of Evergreen property. Report issues to Landlord for maintenance/repair.
10. Bring recommendations of new ideas for safety and policies to the Landlord.
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. Must demonstrate healthy boundaries with tenants at all times.
14. Must maintain agency and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act (HIPAA).
15. Other duties as assigned by supervisor or agency executive director.

QUALIFICATIONS:

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

2. Prefer a minimum of two years direct service with youth and their families.
3. Prefer at least 2 years' experience working with youth and families of diverse backgrounds, including Caucasian youth, Native American youth, and LGBTQ+ youth.
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 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 maintain agency, coworker, 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.
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 and keeping the common areas clean. 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 35 pounds.

TO APPLY: Please visit www.evergreenyfs.org to apply on-line or 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.

DEADLINE: This position will be open until filled. The apartment will be available April 7, 2025.

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