

Haven Housing operates three programs in North Minneapolis: Ascension Place (transitional housing), St. Anne's Place (emergency family shelter) and Next Step Housing (permanent supportive housing). Our programs provide a continuum of housing services, along with basic need support, individualized case management, supportive programming and extensive community referrals.

Ascension Place, of Haven Housing, is a transitional housing program that acts as the stepping stone from crisis to stability. We offer basic needs provisions, intensive case management, health and wellness opportunities. Staff are available 24 hours a day to support women in recovery, with chronic mental illness, healing from trauma or homelessness, seeking emotional, psychological and social well-being.

Activities and Intake Coordinator

- Creating, planning, promoting and facilitating activities that fit residents' needs
- Researching and promoting activities and engagement opportunities in the outside community
- Creating monthly activity calendars coordinating all activities, and promoting all activities
- Working with the case management team to provide support for the residents and their goal plans
- Participate as an AP team member in the day-to-day operations of the program, including front office coverage, assisting all residents with day-to-day needs, and maintaining effective team communication by logging about daily contact with residents.
- Answer telephone calls and email inquiries.
- Handle sensitive information while maintaining utmost confidentiality
- Educate prospective residents, case managers, and other stakeholders with respect to the Haven Housing mission and scope of services
- Respond to requests for information from prospective residents, family members and other referral sources.
- Screen residents to determine appropriateness
- Complete resident admission paperwork
 - Digitally enter admission paperwork into the Electronic Health Record (EHR) system.
 - Offer suggestions and implement systems to manage the flow of documents.
 - Work collaboratively with Haven Housing Case Management team
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Qualifications

- Experience conducting thorough programmatic intakes
- Experience coordinating enrichment activities
- Strong interpersonal skills and the ability to work with a diverse range of people
- Excellent organizational skills and the ability to manage a wide range of tasks
- Excellent communication skills (both written and verbal)