



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.

St. Anne's Place of Haven Housing is an emergency family shelter that acts as the stepping stone from crisis to stability. We offer basic needs provisions, case management, and health and wellness opportunities to homeless mothers and their children. We support women in their pursuit of independence, healing from trauma, poverty, and homelessness, and with other barriers limiting emotional, psychological and social well-being.

Family Services Coordinator

We are seeking someone to join our dynamic team. The role of the Family Services Administrator is to assist with the coordinator of programming including family activities, parenting classes, educational groups, and holiday activities.

- Assist case managers with creating community activities for youth and families
- Promote healthy life and coping skills and assist with the facilitation of the parenting curriculum
- Explore ways to increase programming engagement amongst our residents
- Assist with case management tasks
- Identify barriers and refer residents to community resources
- Provide educational services to our residents
- Attend collaborative meetings/staff meetings and participate in community advocacy groups
- Assist staff with implementing pre-school education groups and services
- Complete and maintain documentation
- Other tasks as needed by the program and organization

Qualifications

- Experience working with women and children
- Experience facilitating groups and/or leading activities
- Strong interpersonal skills and the ability to work with a diverse range of people
- Case management experience
- Excellent communication skills (both written and verbal)