

Employment Opportunities for October 12, 2011
Catholic Charities of St. Paul and Minneapolis

To apply, applications are available at the Catholic Charities reception area at 1200 2nd Ave. S. in downtown Minneapolis or you may download it from the website at www.cctwincities.org.

Please check our website for the most up-to-date job openings.

***An individual is considered an applicant only when a completed application has been received. Diverse candidates are encouraged to apply.**

Submit the Catholic Charities application to the CONTACT information listed at the end of each position. Please specify the Job Title and Location when Applying (if emailing, in subject line).

EXTERNAL POSTINGS

It is important for all applicants to understand and support the mission, goals and aims of Catholic Charities and the programs while conducting their duties in an unbiased manner in accordance with the agency's mission statement and guiding principles by which all clients, volunteers, and staff are treated equally regardless of race, gender, religion, age, physical and mental abilities and/or sexual orientation.

MAINTENANCE ASSISTANT (18 hours/week)

Facilities Department

\$11.25 to \$13.35 per hour

Summary:

- Respond to work order requests as assigned by the Facilities Business Manager, sign off when work is completed, and maintain records of work performed.
- Perform basic painting and minor carpentry projects.
- Assist with room turnovers, furniture set-ups, moving office furniture and program equipment.
- Perform lawn care and snow removal. Assist the Groundskeeper as needed and assigned.
- Inspect and, when appropriate, replace light bulbs, fluorescent lighting, and report fixtures in need of maintenance and/or repair.
- Assist maintenance staff as needed and assigned.

Minimum Qualifications:

- High school diploma or GED required.
- General knowledge in facilities maintenance, working with hand tools, and ability to lift 50 pounds.
- Minnesota Drivers license required.
- Must have ability to work with diverse cultures of people, specifically the economically disadvantaged.

CONTACT:

Catholic Charities Administration Center
Joyce Bartels, Human Resources Department
1200 Second Avenue South
Minneapolis, MN 55403
Fax: 612-664-8505
Email: admin.resumes@cctwincities.org

YOUTH COUNSELOR- 3 FT Positions
St. Joseph's Home for Children- Meagher Hall & Eldred Hall
Evenings and Weekends
\$11.00/hr to \$13.35/hr

Summary

- Assist in planning, development and implementation of treatment goals for each client.
- Develop warm, supportive, and nurturing relationships with all clients.
- Discipline - provide firm and fair limits to the clients in accordance with agency philosophy.
- Active monitoring of clients during all activities and daily routines.
- Participate in activities, teach skills; encourage diet/nutrition/manners, clean clothes, and proper personal hygiene.
- Assure safe/clean living environment, inside and out, supervise unit upkeep and outdoor activities, role model, clean office, and pleasant/attractive living area.
- Recommend changes, safety/damage reports, vehicles, safe driving.
- Participate in the assessment of progress in treatment plans, documentation (Logging), recommend changes, setting goals for target behaviors.
- Must be able to lift up to 40 pounds on a frequent basis.
- Physically fit in order to participate in recreational activities with youth
- After appropriate training, have the ability to perform therapeutic holds on youth up to 17 years of age.

Minimum Qualifications

- Bachelor's degree in a human services field OR without a degree, 2 years experience relevant to the job functions is required.
- Ability to work with children who might be experiencing emotional/behavior difficulties.
- Good communication skills and the ability to interact and work well with a diverse population of children
- Have a clear drivers record with a valid driver's license and proof of acceptable auto insurance

Contact

Erin Thompson. Human Resources
1121 E. 46th Street
Minneapolis, MN 55407
Option to fax to: 612-821-3725
Email: childrens.resumes@cctwincities.org

YOUTH COUNSELOR- PT (OVERNIGHTS 30 hours)
St. Joseph's Home for Children- King Hall
Shifts are 11pm to 9am
\$11.00/hr to \$13.35/hr

Summary

- Assist in planning, development and implementation of treatment goals for each client.
- Develop warm, supportive, and nurturing relationships with all clients.
- Discipline - provide firm and fair limits to the clients in accordance with agency philosophy.
- Active monitoring of clients during all activities and daily routines.
- Participate in activities, teach skills; encourage diet/nutrition/manners, clean clothes, and proper personal hygiene.
- Assure safe/clean living environment, inside and out, supervise unit upkeep and outdoor activities, role model, clean office, and pleasant/attractive living area.
- Recommend changes, safety/damage reports, vehicles, safe driving.
- Participate in the assessment of progress in treatment plans, documentation (Logging), recommend changes, setting goals for target behaviors.

- Must be able to lift up to 40 pounds on a frequent basis.
- Physically fit in order to participate in recreational activities with youth
- After appropriate training, have the ability to perform therapeutic holds on youth up to 17 years of age.

Minimum Qualifications

- Bachelor's degree in a human services field OR without a degree, 2 years experience relevant to the job functions is required.
- Ability to work with children who might be experiencing emotional/behavior difficulties.
- Good communication skills and the ability to interact and work well with a diverse population of children
- Have a clear drivers record with a valid driver's license and proof of acceptable auto insurance
- Must be able to work overnights, weekends, and Holidays.

Contact

Erin Thompson. Human Resources

1121 E. 46th Street

Minneapolis, MN 55407

Option to fax to: 612-821-3725

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YOUTH COUNSELOR- FT (OVERNIGHTS)
St. Joseph's Home for Children- Isaiah Cottage
Shifts are 11pm to 9am
\$11.00/hr to \$13.35/hr

Summary

- Assist in planning, development and implementation of treatment goals for each client.
- Develop warm, supportive, and nurturing relationships with all clients.
- Discipline - provide firm and fair limits to the clients in accordance with agency philosophy.
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CASE MANAGER II- 2 FT POSITIONS

Seton Service- Aging Services

\$35,048 to \$43,888 annually

Summary:

- Completes assessments, and prepares a service plan to meet the needs of the client including both Catholic Charities programs and other available community resources.
- Evaluates, facilitates and monitors services and client progress in relationship to established goals and objectives. Works with the client to adjust service plans as necessary, and remove barriers to success.
- Supports and advocates on behalf of client in the procurement of services and benefits entitlement.
- Makes referrals to and coordinates appropriate community resources for client.
- Maintains complete case documentation and records, as required by Catholic Charities, the funders, or licensure/regulatory bodies.
- Assist clients with paperwork, forms, and filings as necessary.
- Adheres to all Catholic Charities policies and procedures related to the care of clients, and is aware of and responds to client circumstances that put the client in any type of danger or risk for abuse.
- Participates in the education of the community, volunteers, service providers, and other interested parties with respect to client services and programs.
- Coordinates with the Program Manager on all aspects of client care, and seeks appropriate guidance and feedback from other team members.
- Represent Catholic Charities at community meetings, task forces, etc. as requested by the Program Manager.

Minimum Qualifications:

- Bachelor's Degree in human services or related field and three years of experience working with a specific client group is required.
- Preferred experience with elderly cliental and case management.
- Good communication skills and the ability to interact and work well with a diverse population
- Have a clear drivers record with a valid driver's license and proof of acceptable auto insurance
- Ability to work with all levels of individuals from culturally-diverse backgrounds.

Contact

Erin Thompson. Human Resources

1276 University Ave.

St. Paul, MN 55105

Option to fax to: 612-664-8505

Email: family.resumes@cctwincities.org

THERAPIST II- FT

Seton Services- Counseling Services

Position Located in Southern Minnesota (Faribault and Redwing)

\$42,993 to \$53,768 annually

Summary:

- Provide diagnostic assessments, treatment plans and appropriate clinical interventions for children, adolescents, couples, families or adult clients as assigned.
- May facilitate therapy or educational groups, presentations or workshops on family or mental health related topics.
- May supervise graduate interns or volunteers as assigned.

- Maintain client records, statistical, evaluative and time management reports as required by division and agency.
- Meet with supervisor for case consultation and other service related needs as required by policy and law.
- Participate in staff meetings, peer case consultations, in-services, case record reviews and CQI process as required.
- May assume responsibility for special projects as needed or other duties as assigned by your supervisor.
- May serve on various agency or division committees pertinent to program planning, service collaborations or social justice issues.
- Maintain productivity standard of 60% clinical direct service time and 40% indirect/ paperwork; clinical work time.

Minimum Qualifications:

- Masters Degree in social work, counseling psychology or other Master's level educational program
- Current Mental Health Professional Licensure approved by the State of Minnesota (e.g. LICSW, LMFT, MALP etc.).
- Minimum of one year of broad based clinical experience and group facilitation with culturally diverse, low-income and multi-problem clientele.
- Diagnosis and treatment of mental disorders; dynamics and recovery needs of victims of physical, sexual or substance abuse; the effects of poverty, cultural difference and functional disabilities on people's ability to manage their lives; knowledge of supportive resources in the community.
- Valid driver's license and current insurance coverage.

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PROGRAM SUPERVISOR-THERAPIST II- PT (0.50 FTE)
Seton Services- Counseling/Adoption Services
\$21,497 to \$26,884 annually

Summary:

- In conjunction with HR, recruits, hires, coaches, reviews, supervises and terminates as necessary program staff members. Builds team of professional colleagues. Collaborates with the Volunteer Coordinator in the placement of volunteers and interns.
- Works with Manager to develop program vision and goals.
- Advocates for clients receiving services from the program.
- Represents Catholic Charities at community events, as assigned.
- Works with Manager to monitor and/or negotiate contracts as required.
- Ensures the program meets accreditation, licensing and best practice standards.
- Responsible for ensuring the timely completion of program billing.
- Works with CCAC to write and propose new grant funding.
- Manages program budget, in conjunction with the Senior Program Manager.
- Ensures data tracking requirements are met. Prepares reports and statistical information as requested.
- Ensures program information is available to the community.
- Provide therapeutic counseling to individuals, couples and families. May deliver other program services to clients as assigned by Manager.
- Must have a valid driver's license, and proof of insurance coverage.
- Other duties, as assigned.

Minimum Qualifications:

- MSW or MA in clinical counseling, psychology or Social Work.
- Current State of Minnesota licensure status as a Mental Health professional, and documented evidence of compliance with continuing education requirements of licensure.
- Preferred two years of clinical supervisory experience and experience supervising client services in a related setting.
- Broad understanding of clinical policies, procedures and other operational requirements of mental health therapeutic services.
- Must have the ability to plan, organize and coordinate activities, and represent Adoption Services within the agency and the broader community.
- Familiarity and/or demonstrated experience with budget management, staff supervision, program development and evaluation need; direct experience working with diverse client populations and staff disciplines.

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**TEACHER- 2 FT Position
Northside Child Development Center
\$12.00 to \$14.45 an hour**

Summary:

- Supervise, plan, and implement daily program including curriculum activities that provide for all areas of development.
- Supervise and provide an environment for children to learn through active exploration and interaction with adults, other children and materials
- Supervise and provide a variety of activities and materials that allow for increasing difficulty, complexity and challenge
- Provide multicultural and nonsexist experiences, materials, and equipment for children
- Provide activities that encourage creative and artistic expression, language development, and early literacy development programming.
- Supervise and provide a balance of child initiated and teacher initiated activities
- Supervise and provide appropriate stress-reducing activities and techniques that will assure an emotionally calm and safe environment
- Supervise and interact with children at meals including talking with the children
- Supervise the development of self-esteem by respecting, accepting and comforting children, regardless of the child's behavior
- The development of self-control in the children must be facilitated at all times
- Ensure that child development knowledge, insights and resources are shared with parents as part of regular communication
- Ensure sanitizing procedures and universal precautions are maintained
- Provide room orientation to new staff and volunteers in your room
- Must be willing to volunteer at least four times a year to stay for a family night or other events held at the center during after hours.
- Respond to and supervise age appropriate toileting needs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Development, Education or related field preferred.
- Must meet Minnesota Department of Human Services licensing qualifications as stated in Rule 3 for a Teacher.
- Experience working in center-based child-care.
- Must have valid driver's license acceptable to insurance company, and current insurance.
- Desire to care for young children with an ability to promote child development information to parents.

Contact

Erin Thompson. Human Resources

1121 E. 46th Street

Minneapolis, MN 554079 (Position located in North Minneapolis)

Option to fax to: 612-821-3725

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Catholic Charities is an Equal Opportunity Employer

Catholic Charities will not discriminate against or harass any employee or applicant for employment because of race, creed, color, religion, sex, national origin, age, marital status, disability, status with regard to public assistance, membership or activity in a local commission, sexual or affectional preference or orientation, ancestry, familial status, or any other legally protected group.