

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!

Housing & Supportive Services Coordinator

Alexandra House is seeking a full-time Housing & Supportive Services Coordinator responsible for leading and coordinating trauma informed advocacy and support services for individuals impacted by domestic & sexual violence. This position is located at our shelter location in the city of Blaine.

Primary Responsibilities

- Assist in developing, implementing and evaluating the Housing & Supportive Services program in coordination with the Housing & Supportive Services Manager/Director.
- Train, mentor and coordinate staff and volunteers to ensure consistent coverage and effective response.
- Coordinate and prioritize program services to best serve program participants.
- Provide direct service advocacy, as needed on behalf of victims of domestic and sexual violence integrating awareness and understanding of trauma.
- Build and enhance community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.

Minimum Qualifications

- Experience in social work, human services, or related fields or bachelor's degree (social work, criminal justice, human services, or related field) or equivalent combination of education and experience.
- Knowledge of and ability to advocate within various systems including social service, economic, legal, medical and healthcare systems.
- Experience providing trauma-informed advocacy to victims/survivors of abuse, including support group facilitation with an understanding of the needs, options, and resources available for youth/women/men and families impacted by domestic and sexual violence.
- Excellent written and interpersonal communication skills and experience in public speaking.
- Demonstrated skills & knowledge in using a variety of programs including but not limited to Word, Excel, and Outlook.
- Valid driver's license, current insurance, and reliable car with the ability to travel to multiple locations throughout Anoka County.

Preferred Candidate Qualifications

- Ability to converse with individuals who speak prevalent language in the service area (e.g., Spanish, Somali, Arabic, Oromo or English – bilingual)
- 40-hour state-mandated sexual assault advocacy training

Starting Salary Range

\$38,500 – \$47,500 DOQ, with a full benefit package including retirement plan, vacation & medical accrual

Hours

Generally, 8:00am – 4:30pm, Monday – Friday, with ability to work occasional evening and weekend hours to meet organizational needs.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

How to Apply

Please submit a cover letter and resume Attn: Housing & Supportive Services Manager at employment@alexandrahouse.org. Position open until October 31, 2022.

*** No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within one business day after resumes are received.