



## POSITION ANNOUNCEMENT

Date of Notice:	February 18, 2025	Closing Date:	When filled
Name of Position:	YHDP-Youth Coordinated Entry Liaison	Status:	Full-time
Respond to:	Pathfinders 4200 North Holton St, STE 400 Milwaukee, WI 53212	Contact:	hr@pathfindersmke.org

### Job Purpose and Reporting Structure:

The goal of YHDP is to support Milwaukee as a selected community, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. Under the direction of the Pathfinders Supported Housing Director, the Youth CE Liaison serves as the agency's main point of contact for Youth Coordinated Entry-related tasks, providing advocacy when necessary and serving as a liaison between Pathfinders and Walkers Point program staff, Youth Action Board related collaboration, Coordinated Entry staff, and designated community partners. The Youth CE Liaison conduct standardized screenings to assist youth in accessing housing resources throughout Greater Milwaukee area.

### Essential Duties and Responsibilities Include the Following:

1. Work cooperatively and effectively with Milwaukee Coalition on Housing and Homelessness (MCHH), Walkers Point, IMPACT's Coordinated Entry, in order to coordinate services and maximize youth access to necessary resources.
2. Initiate regular training opportunities to Pathfinders, Walkers Point and other necessary providers and partners on youth specific Youth Coordinated Entry policies and procedures, while making sure to update the entire team on youth Coordinated Entry policy changes.
3. Plan, create, and oversee partnerships following a Continuous Quality Improvement Plan (CQI), in alignment with Milwaukee's Coordinated Community Plan (CCP).
4. Provide assessment of current housing circumstances and needs, problem solving, information and referral, and crisis intervention, when necessary, in an empathetic and nonjudgmental manner.
5. Utilize HUD required assessment standards
6. Manage and coordinate the list of youth assessments with other providers, as part of meetings and staffings, other required youth coordinated efforts for access to shelter and housing services and resources
7. Offer ongoing meetings to assist with youth referrals.
8. Assist youth in developing an action plan within the scope of eligible family, health, and social services that appropriately meets their needs
9. Participate in ongoing IMPACT Coordinated Entry focused training and staff meetings.
10. Participate in ongoing MCHH meetings as appropriate.
11. Keep informed of and demonstrate knowledge of all special service programs.
12. Standard Requirements:
  - Responsible for protecting client confidentiality and adhering to all state and federal laws and regulations regarding the protection to AODA and mental health information.
13. Protects against unauthorized access, modifications, destruction, and disclosure as defined by relevant federal, state, and local laws.
14. Participate in all relevant agency meetings, trainings, and development opportunities
15. Accurately document youth engagement organized through client profiles and case notes in the required Homeless Management Information System.
16. Provide consistent and ongoing internal monitoring of data input, outcomes, assessments and close outs, verifications, etc... according to youth coordinated entry policies, and HUD guidelines.
17. Build and sustain strong working relationships and act as a liaison with Milwaukee County emergency shelters, housing services and resources, MCHH members and other service providers, as needed.
18. Complete other duties as assigned.

### Supervisory Responsibilities

Supervisory duties as assigned

**Qualification Requirements:** Education generally equivalent to a Bachelor's degree in a human services field is preferred. Lived experience is also valued and will be considered when selecting candidates. All candidates must use a low barrier and immediate access to housing approach.

**Additional Information**

Position pays \$40,000 - \$52,000 annually. Enjoy generous PTO, Benefits and the opportunity to join a caring and committed team of professionals.

**Response**

Send letter of interest, current resume and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.