



## POSITION ANNOUNCEMENT

Date of Notice: April 4, 2025  
Name of Position: Supported Housing Program Assistant  
Respond to: Pathfinders  
4200 North Holton St, Suite 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-Time  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

Under the direction of the Supported Housing Program Manager, the Program Assistant for Employment and Education offers trauma informed assessment, experiential learning, and community resource navigation to housed participants prioritizing employment goals and receiving housing case management. This position helps participants increase their job readiness, workplace soft skills, and job retention. Helps participants develop problem solving skills, reduce income barriers and increase self-esteem. This position offers supportive services to housed youth receiving housing case management and accessing Pathfinders services.

### Essential Duties and Responsibilities:

- Connect with community partners to recruit and screen potential youth participants based on eligibility criteria, including offering information/tafing sessions.
- Conduct youth participant initial screening and trauma informed assessment of job readiness, strengths, and barriers within a holistic, family development model and establish Individual Employment Plans with participants. Monitor plans regularly.
- Assist youth participants with education and employment through focused trauma informed case management and work-based learning experiences.
- Support participants at Employment or Education site, and provided necessary schedule adjustments.
- Work with participants to reduce employment and education barriers and risk factors. Refer to, advocate with and coordinate community resources.
- Provide participants with support services to reduce barriers to employment and ensure accurate documentation of support services.
- Teach life and soft skills (including but not limited to family planning, time management, communication, conflict resolution, interpersonal relations, and job search) in groups, and during individual case management and site-based support.
- Enter participant records into database, update and maintain data on regular basis.
- Provide review and coordination of youth's employment and education needs internally and externally, to support youth housing goals.
- Other duties may be assigned.

### Area of Specialization:

Case Managers may specialize by population (e.g., by LGBTQA in Q-BLOK) or in service area (e.g., Housing Support, Life Skills, Education, and/or Employment) as indicated in their title and program of hire.

### Supervisory Responsibilities:

Supervise social work/psychology/etc. graduate students as necessary

### Qualification Requirements:

Education generally equivalent to a Bachelor's degree in the human services field is preferred. Youth worker certification is required but can be obtained after hire.

### Additional Information

Position pays \$38,000 - \$45,000. Pathfinders offers medical, dental, vision and insurance, and the opportunity to join a caring and committed team of professions.

### 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.