



# AMERICAN INDIAN FAMILY CENTER

*Where American Indian families thrive!*

## Housing Stability Specialist

**Application Deadline: January 26<sup>th</sup>, 2020**

Full-Time, Monday through Friday 8:30am – 5:00pm.

*Note: Some Evening and Weekend Hours Required.*

\$36,000-\$38,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund with employer contribution, paid holidays and generous PTO accrual.

**Position Title:** Housing Stability Specialist

**Reports To:** Housing Services Manager

**Position Description:** The Housing and Stability Specialist provides direct housing case management services to American Indian individuals and families. This person will undertake various responsibilities associated with the delivery of culturally appropriate housing assistance services.

**Major Areas of Responsibility:** The Housing Stability Specialist will assist housing challenged participants in securing stable housing through developing a culturally specific case plan, hosting group meetings, making referrals and collaborating with community agencies.

### Specific Job Tasks:

- Assess the needs of each participant served, develop and implement a goal-oriented case plan.
- Link participants to needed services and monitor those services while advocating for needs of the participant.
- Connect participants to financial management and budgeting services to develop a finance plan.
- Refer participants to in-house and external services focused on skill development.
- Refer participants to employment training and support services, including job fairs and soft skills workshops.
- Connect participants to internal or external culturally responsive mental health and chemical dependency services.
- Provide connection to legal services and tenant education.
- Provide landlord mediation, education and engagement.
- Complete accurate documentation, reports, case plans and activity reports in a timely manner as is required by program service agreements.

- Attend regular AIFC staff meetings, Youth and Family Services Team Meetings, in-service trainings, continuing education and professional development trainings and other meetings as required.

### **Required Knowledge, Skills and Abilities:**

- Proven ability to work with American Indian families.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral and written communication.
- Valid driver's license, insurance and reliable vehicle required.
- Ability to work flexible hours as needed.
- Ability to appropriately handle confidential information.
- Awareness of the social, economic and cultural factors that affect families.
- Ability to travel in order to meet with participants at convenient locations, home, school, or other establishments.
- Ability to interact professionally with agency personnel, community providers, attorneys, landlords, etc.
- Must submit to Criminal Background Check.

### **Education and Experience:**

- Bachelor's degree in human services, social work, sociology, community development and/or related field.
- Three years professional experience delivering direct housing case management services preferred.
- Professional training in housing field preferred.
- Case Management experience and knowledge of service delivery techniques preferred.
- Previous work experience with American Indian community organizations preferred.
- Knowledge of the Saint Paul area, American Indian community service organizations and local resources preferred.
- Experience with Microsoft Office Suite preferred.

### **Physical Demands and Environment:**

Very light lifting (less than 15 pounds) may be required occasionally. AIFC is a low noise (under 30dB) facility that has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Charlotte Mertz, by January 26th @ 5pm. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!