

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Housing Services Manager

**Application Deadline: November 29, 2019**

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

*Note: Some Evening and Weekend Hours Required.*

\$45,000-\$60,000 (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 Services Manager

**Reports To:** Community Development Director

**Position Description:** The Thinica Owichakiyapi Thipi (Helping the Homeless Build) program is AIFC's culturally specific, holistic and family-centered intervention and prevention services for families experiencing homelessness or threat of eviction. The Housing Services Manager is responsible for the oversight of these program services, ensuring the fulfillment of all goals and outcomes of the Thinica Owichakiyapi Thipi Housing Program.

**Major Areas of Responsibility:** This position will coordinate and oversee the Thinica Owichakiyapi Thipi Housing Services at the American Indian Family Center. Coordination and oversight of this program includes various responsibilities associated with, but not limited to, data tracking, program reporting and evaluation, community outreach and engagement and direct supervision to the Thinica Owichakiyapi Thipi Housing Services Team.

### **Specific Job Tasks:**

- Support and adhere to established policies and agreements of the Thinica Owichakiyapi Thipi Housing Program Services.
- Identify and coordinate community outreach, engagement and recruitment opportunities.
- Collaborate with community agencies to foster a close relationship and work towards an integrated service model.
- Establish relationships with community partners, key stakeholders and community members.
- Facilitate and/or attend department and program team meetings on a regular basis.
- Provide supervisory support to Thinica Owichakiyapi Thipi Housing Services staff.
- Monitor and maintain Thinica Owichakiyapi Thipi Housing Program work plan activities and data collection.

- Complete all data tracking, evaluation and program reporting requirements for the Thinica Owichakiyapi Thipi Housing Services.
- Participate in the planning and implementation of AIFC's social enterprise and housing services.
- Support the work of AIFC volunteers and interns.
- Other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Knowledge of American Indian culture and heritage.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral and written communication skills.
- Must respect and maintain confidentiality.
- Valid driver's license, insurance and vehicle are required.
- Previous experience in program management, including data tracking, evaluation, reporting and budget knowledge is strongly preferred.
- Demonstrated strong interpersonal skills with a large range of populations.
- Exhibit superior attention to detail, with strong organizing and planning skills.
- Display ability to interact effectively as a member of a team and work collaboratively with others.
- Plan, coordinate, monitor and motivate the activities of others.

**Education and Experience:**

- Bachelor's Degree in related field required; Master's Degree in related field preferred.
- One to three years of program related experience and sensitivity in working with individuals, families and youth required.
- Case management experience and knowledge of service delivery techniques preferred.
- Cultural knowledge of the American Indian community preferred.
- Experience with Microsoft Office Suite and Outlook products preferred.
- Must submit to a Criminal Background Study.

**Physical Demands and Work Environment:**

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

Interested applicants can submit resumes and letters of interest to Charlotte Mertz, AIFC Community Development Director at [Charlotte\\_Mertz@aifc.net](mailto:Charlotte_Mertz@aifc.net) by November 29, 2019 @ 5:00pm. Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**