

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Housing Specialist

### **Application Deadline: Open until filled**

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

\$42,000-45,000 (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 Specialist

**Reports To:** Housing Services Manager

**Position Description:** The Housing 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 to those that are housed but may be at risk of losing housing and include linking homeless individuals and families to an appropriate housing plan with the end goal of facilitating rapid and resourced exits from homelessness into permanent housing.

### **Specific Job Tasks:**

- Assess the needs of each participant served to develop and implement a goal-oriented case plan.
- Link participants to needed services, which may include:
  - Financial management and budgeting.
  - Culturally responsive, in-house, and external services, such as employment training and support services, mental health therapy, and chemical dependency services.
  - Connection to legal services and tenant education.
  - Landlord mediation, education, and engagement.
- Facilitate re-housing activities - identify a plan with the participant.
- Advocate for the client with property managers, employers, and housing related issues.
- Complete accurate data collection, documentation, and case plans on services provided and funds expended.
- Enter collected data into HMIS in a timely manner.

- Attend regular AIFC staff meetings, Youth and Family Services Team Meetings, In-service trainings, continuing education, and professional development trainings.
- Support the work of AIFC volunteers and interns.
- Provide other duties as assigned.

**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 skills.
- Ability to maintain confidentiality.
- Awareness of cultural, social, economic disparities and its detrimental effects.
- Ability to travel to meet with participants at home, school, or other locations.
- Ability to interact professionally with agency personnel, community providers, attorneys, landlords, etc.,
- Valid driver's license, insurance and vehicle required.
- Must submit to a criminal background check.

**Education and Experience:**

- Previous work in the American Indian community or service agencies.
- Knowledge of American Indian historical trauma and disparities.
- Bachelor's degree in a related field preferred, or equivalent work or personal experience.
- Competence and sensitivity in working with individuals and families in crisis.
- Case management knowledge and experience.

**Physical Demands and Environment:**

- Light lifting may be required.
- 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 [careers@aifcmn.org](mailto:careers@aifcmn.org).  
Selected applicants will be contacted to arrange an interview.

**AIFC thanks you in advance for your interest!**