

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Housing Stability Case Manager

Application Deadline: Open until filled.

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

Note: Some Evening and Weekend Hours Required.

\$40,000-\$48,000 (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 Case Manager

Reports To: Housing Services Manager

Position Description: The Housing Stability Case Manager provides direct housing case management services to Native American 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 Case Manager will provide direct support and case management services to participants, including crisis intervention, resource coordination, and ongoing advocacy.

Specific Job Tasks:

- Assess participant needs and develop individualized, goal-oriented case plans.
- Connect participants to appropriate services and monitor progress.
- Provide crisis intervention and help resolve urgent issues.
- Advocate for participants and mediate conflicts, including landlord mediation.
- Refer participants to financial management and budgeting services.
- Connect participants to employment training, job fairs, and skill-building workshops.
- Refer to culturally responsive mental health and substance use services.
- Provide referrals to legal services and tenant education resources.
- Maintain up-to-date referral resources and community partnerships.
- Complete accurate and timely documentation, reports, and case notes.
- Attend staff meetings, training, and professional development as required.
- Support the work of AIFC volunteers and interns.
- Provide other duties as assigned.

Required Knowledge, Skills and Abilities:

- Experience in case management, social services, or related field preferred.
- Strong communication, organization, and crisis intervention skills.
- Ability to work collaboratively and advocate effectively for clients.
- 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.,
- Must submit to a criminal background check.

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 shared or private offices, and conference rooms.

Interested applicants please submit a cover letter and resume to careers@aifcmn.org.

AIFC thanks you for your interest!