

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Housing Stability Case Manager

**Application Deadline:** Open until filled

**Salary:** \$40,000 – \$48,000 (DOQ) + excellent benefits, including employer-paid health, dental, and life insurance coverage for the employee, 403(b) retirement fund with employer contribution, paid holidays, and generous PTO accrual. **Schedule:** Full-Time, Monday through Friday, 8:30 AM – 5:00 PM, *some evening and weekend hours required.*

**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 position is responsible for delivering culturally appropriate housing assistance services and supporting participants in achieving housing stability.

### **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, employment training, job fairs, skill-building workshops, culturally responsive mental health, and substance use services, as well as legal services and tenant education resources as needed
- 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
- Perform other duties as assigned

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

- Experience in case management, social services, or a related field preferred
- Effective communication, organizational, and crisis intervention skills
- Ability to work both independently and as part of a team
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Ability to multitask in a fast-paced environment at times
- 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, and others
- Must successfully pass a criminal background check

**Physical Demands and Work Environment:**

- Light lifting (less than 15 pounds) may be required occasionally
- The AIFC is a low-noise facility (under 30 dB) with shared or private offices and conference rooms

**How to Apply:**

Interested applicants, please submit a cover letter and resume to [careers@aifcmn.org](mailto:careers@aifcmn.org)

**Thank you for your interest!**