



MINNESOTA INDIAN WOMEN'S RESOURCE CENTER

Job Announcement

Family Housing Worker - FHPAP

8/2/2017

JOB SUMMARY: The Minnesota Indian Women's Resource Center is a multi-service non-profit serving American Indian women and families with holistic, culturally-based programs and services. The Family Housing Worker will provide assistance to qualifying American Indian families in Hennepin County to obtain and maintain stable, permanent affordable housing.

QUALIFICATIONS:

1. Experience working in FHPAP and/or Section 8 Housing required; experience working with homeless families strongly preferred
2. Bachelor's degree in human service or related field preferred.
3. Experience working with with American Indian/Alaska Native families
4. Knowledge of case management systems and managing budgets.
5. Strong technology/data base management skills.
6. Strong written and verbal communication skills.
7. Knowledge of community-based rental housing, school systems, and other resources

Other Qualifications:

8. Valid Driver's License with a satisfactory driving record and provide proof of auto insurance. Must have own vehicle and be willing to transport client families as needed.
9. Must have no current problem related to alcohol or drug use.
10. Must submit to DHS Rule #3, Criminal Background Study.

Demonstrated ability to:

1. Maintain highly confidential and sensitive information.
2. Ability to exemplify professional conduct.

DUTIES AND RESPONSIBILITIES:

1. Assist a regular caseload of families in obtaining and maintaining stable and permanent housing.
2. Develop working relationship and establish networks with landlords throughout the metro area.
3. Coordinate childcare, transportation, apartment search assistance, moving assistance and any other resources for homeless families.
4. Work closely with other MIWRC staff to coordinate direct services for clientele and homeless prevention strategies.
5. Complete and maintain all program related paperwork, case management files, case notes, and other file related documentation.
6. Collect and report data as required for position, including data collection and entry into the HMIS system.
7. Respond to other duties as assigned by the supervisor.

REPORTING AND SUPERVISORY RESPONSIBILITIES:

The Family Housing Worker reports directly to the Director of Programs and has no supervisory responsibilities.

JOB CLASSIFICATION: Full-time; Regular; Salaried; Exempt

SALARY: Low \$40,000s

HOW TO APPLY: Send Resume and cover letter to HR @miwrc.org, Minnesota Indian Women's Resource Center, 2300 - 15th Avenue South, Minneapolis, MN 55404; 612-728-2000; fax 612-728-2039.

Visit www.miwrc.org to learn more about us.

Equal Opportunity Employer