

Women of Nations

Mission: "Rooted in American Indian culture, Women of Nation's welcomes and honors "All Our Relations" as together we inspire hope and healing to embrace a vision of peace and justice.

American Indian Rapid Re-housing Specialist/Community Advocate

Posting: June 4, 2010

Closing: Until Filled

Job Summary: Uphold the mission and values of WON. This newly created full time position will be expected to assist in the development and implementation of the new American Indian Family Rapid Re-housing Program made possible by funding from United Way, and assist in the implementation of the Community Advocacy Program. The advocate will work collaboratively with WON's staff, applicants/residents and participating agencies to provide temporary financial assistance for securing and maintaining safe, stable and permanent housing and advocating for victims of domestic violence. They must be knowledgeable about American Indian culture, domestic violence and have experience working in supportive housing and/or with homeless families.

Accountable to: Director of Programs, Assistant Program Director

Job Responsibilities:

- To assist 5-7 American Indian families/individuals each month in obtaining and maintaining safe, stable and permanent housing. Includes helping American Indian families at risk of losing their housing, retain their current safe market-rate housing.
- To develop and establish collaborative working relationships and networks with landlords throughout the metro area.
- To work closely with WON's Housing Advocate, and staff in coordinating the American Indian applicant's identified housing needs with other appropriate agencies, housing search assistance, moving assistance, and any other resources for homeless families/individuals.
- Conduct Rapid Re-housing Criteria and Barriers Assessment with participants for screening, needs, barriers and for data collection. Also conduct the Rapid Re-Housing Participant Evaluation Survey with all participants for program evaluation and data collection.
- Provide Rapid Re-housing financial assistance, housing advocacy and case management and budget management to eligible American Indian families and individuals residing at WON and in St. Paul/Minneapolis area.
- Must complete and maintain all program related paperwork, case management files, case notes and other client file related documentation.
- To develop and establish housing/social service resources and referrals with appropriate community agencies. Also, make referrals to appropriate social service agencies for employment and training, SSI, testing and budget management.

- To work closely with WON's Cultural Director to assist eligible American Indian participants in their personal growth as identified by interviews, assessments, goal planning and safety planning.
- Work closely with WON's bookkeeper regarding payment of eligible participants housing related needs.
- Attend weekly case management meetings as appropriate.
- Conduct safety plans to access safe housing, health care, mental health services, economic support, job development training, etc.
- Work closely with WON's Community Advocate in the coordination of advocacy services such as legal advocacy, filing for Orders for Protection, meeting with attorneys and attending court.
- Facilitate support groups.
- Maintain confidentiality of all residents, former residents, volunteers, staff and battered women in the community.
- Other duties as assigned by Director of Programs and Assistant Director of Programs.

Qualifications:

- Bachelor's Degree in Human Services, Social Work or related field preferred or comparable experience.
- Knowledge of and experience working with American Indian families.
- Experience working in supportive housing services and/or Section 8 Housing.
- Knowledge of or experience working with victims of domestic violence or sexual assault or personal experience with domestic violence.
- Possess strong written and verbal communication skills.
- Demonstrated computer proficiency and experience with data collection, entry and compiling data reports.
- Must have strong organizational and time management skills.
- Knowledge of community based resources.
- Ability to work well with people from diverse, racial, cultural, social and economic backgrounds.
- Ability to work collaboratively with others and as a supportive team member.
- Must consent to a criminal background check.
- Must pass pre-employment drug and alcohol testing.
- Possess valid driver's license with a satisfactory driving record, vehicle and insurance.
- The applicant shall not have been a resident of Eagle's Next Shelter for a period of one year, prior to applying for this job.

To Apply: If you meet the qualifications, please submit a letter of interest and Resume to Human Resources; HR@women-of-nations.org

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We're proud to be one of United Way's newest partners!**