FHPAP (FAMILY HOMELESS PREVENTION ASSISTANCE PROGRAM) SPECIALIST

The Minnesota Indian Women’s Resource Center (MIWRC) is a non-profit social and mental health services organization committed to traditional ways of being and support of American Indian women and their families.

Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower Native women and their families, and to inform and assist those who work providing services to the community.

MIWRC is located in the Phillips neighborhood of Minneapolis, which has the third largest urban American Indian population in the United States.

Programs are developed to reflect the needs of our families, and are tailored to address issues that significantly affect their well-being, such as family services, affordable housing, chemical dependency, mental health care, cultural resilience and healing, and other family and community issues.

**WAGES:** $24.00/hourly, plus benefits

**JOB SUMMARY:** The Minnesota Indian Women’s Resource Center (MIWRC) is seeking a dynamic and community-connected person to work as a FHPAP Specialist.

The FHPAP Specialist is a first point of contact for our American Indian families to provide assistance to qualifying families in Hennepin County to obtain and maintain stable, permanent, and affordable housing. The right person is compassionate, personable, highly-organized, results-oriented, and systems-driven.

This position will require an individual who is flexible in their work schedule and tasks, is caring towards those who may be calling for a referral or additional information about the various programs offered at MIWRC.

**NOTE:** In this position, you will be confronted with crisis situations affecting the Native American community. These may be people that are unhoused or live in extreme poverty, are dealing with sexual violence and/or domestic violence, may be sex trafficked, current sex workers, or in active addiction or receiving treatment. This may also include the staff you work with. MIWRC encourages anyone applying for this position to have a healthy self-care plan and a support system.

**REQUIRED QUALIFICATIONS:**

- Experience working with American Indian women and families
- Knowledge and understanding of systems of violence and trauma, including inter-generational effects of historical trauma.
• Familiarity with urban American Indian communities and/or experience working with American Indian families.
• Knowledge of community-based rental housing, financial assistance, and other resources
• Experience working with homeless prevention and/or housing advocacy.
• Must have a high school diploma, preferably a bachelor’s degree in human services or a related field
• Excellent/Strong technology/database management skills
• Excellent interpersonal communication skills with the ability to actively listen
• Ability to effectively manage time/prioritize needs
• High level of organization and keen attention to detail
• Ability to work independently and as part of a team
• Must be willing to submit to and pass to DHS Criminal Background Study

Other Qualifications:
• A valid Driver’s License or ability to gain a valid DL. (Not required, but preferred.)

Demonstrated ability to:
• Maintain highly confidential and sensitive information.
• Ability to exemplify professional conduct and ethical standards.
• Provide effective communication: interpersonal and listening skills with clients and staff.
• Work in a cooperative team relationship with MIWRC agency staff and other agencies to coordinate client services and programming.
• Perform at a highly multi-tasking position and maintain professionalism under stressful situations.
• Effectively organize and present information in group settings to instill confidence and increase overall engagement.
• Ability to think strategically with strong ability to execute on plan.
• Ability to take initiative and be creative in developing solutions.
• High-energy individual with a positive outlook.
• Experience in managing multiple complex projects and processes

DUTIES AND RESPONSIBILITIES:
• Assist a regular caseload of families in obtaining and maintaining affordable permanent housing.
• Develop working relationship and establish networks with landlords throughout the metro area.
• Coordinate intake referrals, transportation, apartment search assistance, moving assistance and any other resources for homeless families.
• Work closely with other MIWRC staff to coordinate direct services for clientele and homeless prevention strategies.
• Complete and maintain all program related paperwork, case management files, case notes, and other file related documentation.
• Collect and report data as required for position, including data collection and entry into the HMIS system.
• Other duties as assigned
REPORTING AND SUPERVISORY RESPONSIBILITIES: The FHPAP Specialist reports directly to the Vice-President of Community Impact & Engagement and has no supervisory responsibilities.

JOB CLASSIFICATION: Regular; Full-time; Hourly; Non-Exempt

MIWRC is an equal opportunity employer.

Job Description Updated: 3/1/2023

My signature below signifies my understanding of the qualifications, essential responsibilities, and duties of the FHPAP Specialist position:

_______________________________  _________________________
NameDate

Please note this job description is not designed to cover or contain a comprehensive listing of all functions that are required of the employee for this job.