



**Upper Sioux Community Homeless Shelter
POSTING FOR Administrative Assistant (PT)**

Homeless Prevention Administrative Assistant:

Part Time (0.5 FTE): Hours to be Determined as needed, including Monday – Friday evening/weekend hours.

Wage: \$20.00 to \$22.00 per hour

Benefits: Annual Vacation leave, Sick leave, Holiday Pay

Reports to: Social Services and Housing Director

DUTIES AND RESPONSIBILITIES:

- **Support the Housing Navigator/ Case Manager after hours and on weekends in providing the following essential components of Transitional/Rapid Rehousing - Prevention Homeless case management to shelter residents and other program participants, both at the shelter and in other locations.**
 1. **Assessment:** Work with participants to assess strengths and identify barriers to permanent housing.
 2. **Plan development:** Develop specific, individualized service plans based on the assessments.
 3. **Coordination of services:** Connect participants to necessary services; coordinate services and work with other service providers to ensure access, eligibility and follow through by providers and participants.
 4. **Monitoring:** Conduct an ongoing evaluation of the participants' progress through the plan, reassessment and adjustments to the plan.
- Read daily shelter log to keep updated on relevant information, make daily entries of information pertinent to shelter operation.
- Understand and maintain resident/client confidentiality and data privacy standards.
- Understand status as a mandated reporter of child or vulnerable adult maltreatment.
- Build positive informal relationships with residents, teaching functional life skills by example in the areas of home management, parenting, budgeting, etc.
- Participate in staff meetings, in-service training, and other relevant training.
- Refer non-standard situations to Housing Navigator/ Case Manager for final decision.
- Create client intake files for the Housing Navigator/ Case Manager during afterhours contact and intake.
- Establish and maintain positive networking relationships with other Tribal Program staff and area human service agency staff to facilitate resident/client referrals.
- Attend community meetings as requested by Housing Navigator/ Case Manager.
- Other functions of Homeless Shelter as assigned.

QUALIFICATIONS:

- Pre-employment passing UA test.
- Effective verbal and written communication skills, basic computer skills.
- Acceptable criminal background and social services background checks.
- **Must have phone, reliable and insured vehicle, valid Minnesota driver's license.**

To apply: fill out application at the Housing or Social Services Department or at the Government Center

Opens: February 9, 2024

Closes: Until filled