



## NORTHWEST INDIAN COMMUNITY DEVELOPMENT CENTER

### Ombishkaakwewug Transitional Housing Coordinator

Part-Time

#### Position Description

#### **PRIMARY PURPOSE:**

This position will undertake various responsibilities associated with delivering culturally appropriate care coordination within our Ombishkaakwewug Transitional Housing program. The transitional housing care coordinator will assist in connecting residents with NWICDC programming, they will create individualized care plans, make referrals, and maintain positive collaborative relationships with the residents, they will also assist residents in goal planning, re-entry to the workforce, and appropriate housing plans with the end goal of facilitating resources for sustainable permanent housing. The Ombishkaakwewug Transitional Housing coordinator will be the central person in linking residents and their reentry into their families and communities through an Anishinaabe worldview and a holistic approach to wellness.

#### **DUTIES AND RESPONSIBILITIES:**

- Communicate with residents daily and ensure accountability within independent living.
- Coordinate with Recovery Corps members for weekly in-house program planning.
- Check rooms and chore lists to ensure compliance with programming requirements.
- Assess each resident's needs; develop and implement a goal-oriented case plan.
- Link residents to needed services, monitor those services and advocate for the resident's needs.
- Connect residents to financial management services to develop a personal finance and budgeting plan with focus on forecasting future budgetary needs.
- Refer residents to in-house and external services focused on skill development.
- Refer residents to employment training and support services, including job fairs, soft skills workshops, interview skills, our online GED courses.
- Connect residents to internal or external culturally responsive mental health and chemical dependency services if needed.
- Provide connection to legal services and tenant education.
- Provide landlord mediation, education, and engagement.
- Create a fluid filing system of resources for residents, and maintain outcome-based reporting to support funders while projecting any changes over the fiscal year.
- Complete accurate documentation, reports, case plans, and activity reports promptly as is required by program service agreements and grant requirements.
- As required, attend regular staff meetings, in-service training, continuing education, professional development training, and other meetings.
- Create and maintain partnerships with organizations and community members as it relates to housing/programming capacity building.
- Represents the organization positively by participating in local service provider meetings as they relate to housing programming.
- Work with team members on housing development proposals and plans.

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### Job Description

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#### SKILLS/KNOWLEDGE REQUIRED:

- Experience working in housing stabilization care coordination.
- Experience working with substance abuse recovery programming.
- Knowledge or ability to learn indigenous approaches and practices.
- Interpersonal skills to resolve capacity to mediate and resolve resident conflicts.
- At least two years of experience working with at-risk populations and the ability to work constructively with women in recovery after incarceration.
- A minimum of a High School Diploma or General Education Diploma (GED).
- Must have a valid driver's license, reliable transportation and vehicle insurance.
- Must be able to submit written case notes and member data entry.
- Must be able to pass a DHS background check.
- Applicants must be 21 years of age per DHS licensure.
- Must be able to demonstrate reliability and follow-through.

#### DISCLAIMER:

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.*

Signed by: \_\_\_\_\_  
*Incumbent* *Date*

Signed by: \_\_\_\_\_  
*Supervisor* *Date*

Approved by: \_\_\_\_\_  
*Executive Director* *Date*

*The Ombishkaakwewug Traditional Housing Coordinator Job Description  
was created on March 15, 2022 by Leslie Arndt and  
approved by Martin Jennings, Executive Director*

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*Martin Jennings, Executive Director*

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*Date Approved*