ZHAWENIMIN HARM REDUCTION CENTER JOB VACANCY

JOB TITLE:	HOUSING SUPPORT CASE MANAGER
POSITION TYPE:	FULL-TIME/PART-TIME ESSENTIAL SCHEDULES
SALARY RANGE:	$22.00 HOURLY, COMMENSURATE WITH EXPERIENCE
BENEFITS PACKAGE:	MEDICAL, DENTAL, VISION, LIFE INSURANCE, PTO, SHORT TERM DISABILITY, 401K, PAID HOLIDAYS
REPORTS TO:	HOUSING SUPPORT MANAGER
OPEN UNTIL:	UNTIL FILLED

ORGANIZATION

The Zhawenimin Harm Reduction Center (ZHRC) is committed to helping all individuals experiencing homelessness with access to medical, mental health, substance use support, and resources to find permanent supportive housing.

Zhawenimin Harm Reduction Center (ZHRC) is a 57 bed congregate homeless shelter located on the beautiful shores of Lower Red Lake in Northern Minnesota, serving clients in need of chemical, behavioral, and physical health services. ZHRC's mission is to increase well-being through recovery while working to end homelessness. Our vision is communities free from health and economic inequities. We are committed to undoing racism and reducing disparities experienced by the relatives we serve. By providing integrated mental, chemical and cultural health services, housing and housing supports, ZHRC helps individuals overcome personal and systemic barriers to stability, economic advancement, and health.

SUMMARY

Housing Support Case Manager provides professional, relationship-based care and oversight to individual. Housing Support Case Managers conduct participant intakes to assess needs and strengths, coordinate crisis, connect families with community resources, and provide ongoing support to both participants. Each Case Manager maintains a caseload, builds strong relationships with the families and volunteers they serve, and completes timely case documentation in the Procentive. Housing support Case Managers also collaborate with community partners and support relationships with churches and referral partners.

Because the needs of families and volunteers do not always fall within traditional office hours, this role includes some Friday afternoon/evening responsibilities and occasional evening or weekend availability. The position offers flexibility in the weekday schedule to accommodate these responsibilities, while maintaining regular in-office presence and team collaboration.

ESSENTIAL RESPONSIBILITIES & DUTIES ON-SITE

- Connect clients with community services, including healthcare, mental health care, substance use treatment, food assistance, and financial benefits (such as public aid).
- Provide ongoing check-ins, tenant education, how to be a good neighbor, and crisis intervention to provide solutions
- Help clients obtain missing critical documents like birth certificates, identification cards, and Social Security cards required for housing

 Note: Zhawenimin Harm Reduction Center (ZHRC) considers this position a mandated reporter of abuse.

- Providing direct services in housing, homelessness services, behavioral health, human services, or a related field
- Supporting individuals experiencing homelessness, mental health challenges, substance use disorders, or other complex barriers
- Able to lift +50 pounds
- Follow organizational safety, security concerns, confidential and HIPAA requirements
- Other duties as assigned

QUALIFICATIONS

EDUCATION: Must have a High School or General Education Diploma (G.E.D) required. (Preferred) AA/AAS Degree in Social work, Behavioral Health, & Community Health

WORK EXPERIENCE

- Strong leadership, communication, and problem-solving skills
- Ability to remain calm and make sound decisions during crisis situations
- Experience using electronic health records and documentation systems
- Strong organizational skills and ability to manage competing priorities
- Commitment to Housing First, Wellness & Safety, and person-centered services
- Strong time management, communication, and customer service skills
- Ability to work independently and as part of a team
- Ability to frequently lift up to 40 pounds and perform the physical duties of the position
- Ability to work occasional evenings and/or weekends as needed
- Demonstrate the ability to maintain confidentially and ethics.
- Demonstrate the ability to prioritize issues based on immediacy, urgency, and critical nature and handle complex, emergent situations.

Certificates, Licenses, Registrations

- Ability to pass criminal and background check
- Must have minimum of Two years working in Case management.
- Two years of cleaning experience field
- Must be 21 years of age and older
- Valid Minnesota Driver's License and proof of auto insurance
- Adult CPR and Basic First Aid
- Ability to pass drug screening and remain free from substance abuse issues during employment.

Zhawenimin Harm Reduction Center (ZHRC), provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, gender identity and/or expression, age, physical or mental disability, veteran status or other protected classification. Zhawenimin Harm Reduction Center (ZHRC) encourages individuals with diverse backgrounds, lived experience, and/or members of the LGBTQIA2+.community to apply.

TO APPLY

Applications and copies of resumes, diplomas/certificates are being accepted at the:
Red Lake Nation Government Center – Human Resources Department
P.O Box 546
Red Lake MN, 56671
Phone: (218) 679-1847

Fax: (218) 679-4176
Shalana.lussier@redlakenation.org

Zhawenimin Harm Reduction Center
23406 North Street
Reyna Gonzalez-Lussier, Admin. Director
Reynagonzalez-rivera@redlakenation.org
(218) 398-5683