



Bois Forte Band of Chippewa

5344 Lakeshore Drive § Nett Lake MN, 55772 § 218-757-3261/1-800-221-8129

HOUSING RESOURCE CASE MANAGER

Position Description

Opens: October 6, 2026 Closes: October 19, 2026			
Department:	Health & Human Services	Reports to (title):	Housing Stability Programs Manger
Job Code:	N-10 N-12 N-14 Depending on Qualifications	Job Location:	Duluth Urban Area
Pay Range:	Min: \$18.03 Mid: \$22.54 Max: \$27.04 Min: \$20.26 Mid: \$25.33 Max: \$30.39 Min: \$22.76 Mid: \$28.45 Max: \$34.15	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	09/02/2026
Indian Child Protection Background:	Yes	Revised Date:	09/02/2026
Telecommute:	Up to 20% may be possible after 90 days		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the organization.
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with the organization's policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Housing Resource Case Manager is integrated in the tribal human service delivery system to provide technical assistance and consultation on housing and related support service resources for people with disabilities and low income who are homeless or at risk of homelessness

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Build relationships with clients and potential clients. Meet with individuals and families in the community, shelter, or in their home. It is expected that time will be spent in direct client interaction.
2. Ensure that services connected are person-centered and delivered in a manner that is culturally sensitive and culturally appropriate following a holistic and person-centered delivery method.

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3. Coordinate with other services that the person may receive such as waiver services, Adult Rehabilitative Mental Health Services (ARMHS), chemical health services, etc.
4. Identify and assist with resolving barriers to accessing housing.
5. Support and assist the person in applying for all benefits (county, state, tribal and federal) that will help them afford their housing.
6. Researching and contacting prospective landlords for availability and information. Help the person to understand and negotiate a lease. Ensure the living arrangement is safe and ready for move-in if required by housing subsidy program.
7. Identify resources to cover moving expenses and to access household goods.
8. Support client to maintain housing through prevention and early identification of behaviors that may jeopardize their continued housing.
9. Assist with the housing recertification process both for rental assistance and with negotiating the continuation of a lease.
10. Support the client to understand and maintain income and benefits necessary to retain housing.
11. Support and coach the client in the building of a support system to access, services, and resources within the Reservation and in the surrounding communities.
12. Maintain billing and documentation in accordance with Department of Human Services guidelines and submit billing according to procedures established by department: weekly progress/encounter notes, billing encounters, monthly progress reports, and file reviews in health records (either paper or electronic).
13. Input data into electronic reporting systems such as the Homeless Manager Information System (HMIS), and MHIS, and others, in a timely manner for reporting and funding purposes as assigned.
14. Participate and assist in the tasks associated with client care including evaluation of client safety and appropriate interventions related to their functioning and safety.
15. Act as an advocate for clients as needed.
16. Provide crisis assistance as needed, which may include after-hours.
17. Attend training and conferences to comply with all continuing education requirements and further enhance technical and programmatic knowledge.
18. Abide by and comply with the rules of confidentiality, Data Privacy Act, mandatory reporting laws, HIPPA requirements, and organizational policies and procedures.
19. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
20. Represents Bois Forte in a positive and professional manner.
21. Perform other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

I GRADE

- Four years' lived experience utilizing services.

II GRADE

- Two years of experience in social work or related field.

III Grade

- More than two years of experience in social work or related field.

Education:

I GRADE

- High School Diploma or GED.

II GRADE

- AA Degree preferably in Social Work, Psychology, or Social Services related field.

III GRADE

- Four-year BA or BS Degree preferably in Social Work, Psychology, or Social Services related field.

License/Certification:

- Must possess a valid driver's license, and a working vehicle with current auto insurance.

Mandatory

Knowledge, Skills,

- Knowledge of Bois Forte, its culture, and people. Knowledge of current standards in mental health, housing/homelessness, public health and public welfare, and Federal, State, and Tribal programs in

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Abilities and Other Qualifications:

- these fields in order to provide advocacy and enhance patient's functioning and access to identified community resources.
- Knowledge of substance abuse and causes and symptoms of mental health issues.
 - Ability to use critical thinking skills, function independently and make complex decisions based on standards of care, policies and procedures, and critical pathways. Knowledge of best practices for case documentation and ability to accurately and completely document client interactions.
 - Excellent interpersonal skills in handling interactions with staff, other agencies, groups, and patients and families; capable of working with and actively participating with a diverse multi-disciplinary team.
 - Knowledge of the rules of confidentiality, Data Privacy Act, mandatory reporting laws, HIPPA requirements, and organizational policies and procedures.
 - Ability to handle sensitive situations in a calm, professional manner.
 - Experience with computerized management information systems and capable of entering client sensitive data into HMIS, MHIS and other electronic data information systems.
 - Excellent organizational and prioritization skills.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
 - Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.

PREFERRED QUALIFICATIONS

- Bachelor's degree in social sciences, e.g., Social Work, Psychology, Human Services, Chemical Dependency, Sociology.

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

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Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.