



Position: MFIP Case Aide

Classification: non-exempt, \$19 - \$20/hr

Start Date: This position is available January 1, 2022

ORGANIZATION OVERVIEW:

American Indian OIC is a community-based workforce development organization committed to supporting American Indian people and others to fulfill their education, complete career training, gain employment and advance in their career pathway. AIOIC operates a Minneapolis contract-alternative high school and a licensed post-secondary institute and is a recognized ABE/GED consortium. In addition, we offer a wide array of employment services.

JOB SUMMARY:

This position is responsible for providing general case management assistance to the MFIP team and continuous employment services to the Minnesota Family Investment Program (MFIP) participants. Individuals on MFIP may experience multiple barriers that prevent them from securing and retaining employment as well as meeting MFIP case expectations. Therefore, this position requires compassion, collaboration and excellent customer service to our program participants.

PRIMARY RESPONSIBILITIES:

Enrollment/Case Management/ Employment Counseling:

- Assist the MFIP team by providing general case management aide services/duties to participants who are receiving MFIP benefits.
- Facilitate group and/or one-on-one program overviews/information sessions, case preparation and filing of relevant materials, schedule appointments, enter data, inspect and maintain all files to ensure they are up-to-date and contain correct documents and collaborate with MFIP staff to assist participants with accomplishing their educational or employment related goals.
- Collect participation hours; weekly and monthly depending on individual employment plan.
- Work in partnership with the program participants to regularly encourage engagement and avoid sanctions.
- Together work with the agency Career Counselor and Job Developer to assist participants with career search activities and pathways to employment.
- Assist MFIP team to connect program participants to appropriate services and resources such as: child-care, housing, mental health/ disability services, education needs, trainings, etc.
- Complete accurate case notes utilizing Workforce One and other external and internal databases for each participant visit and contact per program requirements, while adhering to MFIP program and agency policies.
- Connect with participants regularly to encourage, engage, and assist them to overcome challenges while helping them move forward.
- Participate in team meetings to improve client progression and program/ agency outcomes.
- Attend trainings, workshops, and events (as designated by supervisor and/or administration).
- Assist MFIP team with other MFIP related work as needed to reach program outcomes.

POSITION REQUIREMENTS:

- Preferred: Associate degree in related field or experience working with diverse populations in an education or social service setting.
- Preferred: Understanding of Native American culture and values.
- Proven verbal and written communication skills.
- Ability to create a welcoming and trusting atmosphere for clients and team members.
- Proven time management skills as well as the ability to prioritize work.
- Ability to multitask.
- GCDF National Certification or willing to obtain.
- Ability to work within a team.
- Proven experience being organized and able to meet deadlines and program outcomes.
- Ability to work with sensitive information and confidentiality.
- Ability to work independently with limited supervision.
- Proficient in Microsoft Office Suite software and the ability to enter data accurately.
- Access to reliable transportation and ability if necessary to travel within the metro area.

APPLICATION PROCESS:

Submit a resume, cover letter and references to the MFIP Manager at bernadines@takoda.org

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally-recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.