



Position: MFIP Job Counselor (3 positions available)

Classification: non-exempt, \$39,000 - \$41,000 annual salary

Start Date: **1 Position Immediate; 2 positions start in January 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 will provide both intensive case management supports to the MFIP (Minnesota Family Investment Program) Team and continuous employment services to individuals on MFIP. 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 both internal and external deliveries of employment services.

PRIMARY RESPONSIBILITIES:

Case Management/ Employment Counseling:

- Provide case management to MFIP participants who are receiving MFIP benefits along with developing reasonable and realistic goals for their employment plan.
- Collaborate with other AIOIC staff and external connections to assist participants with accomplishing their educational or employment related goals, that will assist them in achieving self-sufficiency.
- Assist participants with career search activities and pathways to employment.
- Connect program participants to appropriate services and resources such as: child-care, housing, mental health/ disability services, education needs, trainings, etc.
- Maintain case files and documentation per program requirements while adhering to program and agency policies.
- Connect with participants regularly to encourage, engage, and assist them to overcome challenges while helping them move forward.
- Accurately enter information into Workforce One while meeting established timelines.
- Makes referrals to internal and external services on behalf of the participant.
- 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 team and program manager with other MFIP related work as needed to reach program outcomes.

POSITION REQUIREMENTS:

- Preferred: MFIP experience or Associate degree in a related field with 2-3 years of relevant experience or 2 years of previous case management within a non-profit organization.
- 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.
- GCDF National Certification or willing to obtain.
- Workforce One data experience or willing to learn.
- Experience working with diverse populations in an education or social service setting.
- Ability to work within a team.
- Ability to multitask.
- Ability to work with sensitive information and confidentiality.
- Organized and able to meet deadlines and program outcomes.
- Proficient in Microsoft Office Suite software and the ability to enter data accurately.

APPLICATION PROCESS:

Promptly 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.