



Position: Takoda Works Career Counselor

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

### **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 and coordination efforts for the Takoda Works employment placement initiatives. This position requires both internal and external deliveries of employment services, as well as background in working with economically disadvantaged individuals.

### **PRIMARY RESPONSIBILITIES:**

#### **Case Management/ Employment Counseling:**

- Provide case management to Takoda Works participants who are enrolled within the various programs offered by the department, along with developing reasonable and realistic goals for their employment plan.
- Establish and maintain strong professional networks within the wider network of Twin City employment partners for the purposes of creating potential placement opportunities for participants.
- Collaborate with other AIOIC staff and external connections to assist participants with accomplishing their educational or employment related goals.
- 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.
- Oversee the agency Career Resource Room by serving our walk-in guests who are seeking employment services.
- Connect with participants regularly to encourage, engage, and enable employment placement – complete with ongoing collection of retention data.
- Accurately enters information into data base within established timelines.
- Makes referrals to internal and external services.
- 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 related work as needed.

**POSITION REQUIREMENTS:**

- Preferred: Associate degree in a related field or 3-4 years of relevant experience or experience working with an employment services program.
- 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.
- Experience working with diverse populations in an education or social service setting.
- Able to work within a team.
- Able to multitask.
- Possess a GCDF certification or be willing to obtain one.
- Able to work with sensitive information and confidentiality.
- Organized and able to meet deadlines and program outcomes.
- Able to engage employer partners.
- Proficient in Microsoft Office Suite software and the ability to enter data accurately.

**APPLICATION PROCESS:**

Submit a resume, cover letter and references to the Director of Takoda Works at [barbarah@takoda.org](mailto:barbarah@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.