



Position Description: MFIP Career Counselor

Status:	Full-time, Nonexempt
Starting Compensation:	\$42,994
Paid Time Off:	Accrual begins at 5 weeks annually in addition to at least 10 paid holidays
Reports to:	Safety Net Director
To apply:	Email interest statement, résumé, and references to stephanien@aioic.org .

Summary

This position will provide intensive case management and career counseling services to individuals who receive MFIP (Minnesota Family Investment Program) benefits. MFIP recipients may experience multiple barriers that prevent them from securing and retaining employment and meeting MFIP expectations. Therefore, this position requires compassion, collaboration, and the ability to provide excellent service.

Duties & Responsibilities

- Provide case management to participants who receive MFIP benefits and guide the development of reasonable and realistic goals for their employment plan
- Collaborate with other American Indian OIC (AIOIC) staff and external connections to assist participants with accomplishing their education and employment 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 childcare, housing, mental health/disability services, education needs, job training, etc.
- Maintain case files and documentation per program requirements while adhering to program and agency policies.
- Using voice, text, email, and in-person communications channels, connect with participants regularly to assist them with overcoming challenges and moving forward
- Accurately enter information into program databases
- Oversee 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 contract holders
- Assist team and program manager with other MFIP related work as needed to reach program objectives.

This should not be considered a comprehensive list of job duties and responsibilities and the scope of the position may reasonably change as necessitated by organizational needs.

Qualifications

Required

- Cultural competency working in a diverse environment.
- Proven verbal and written communication skills.
- Ability to create a welcoming, trusting, and professional atmosphere for clients and team members
- GCDF certification or willingness to obtain
- Proven time management skills as well as the ability to prioritize work.
- A flexible and adaptable approach to work and ability to multi-task and prioritize

- Proficiency using a personal computer and Microsoft Office/Office 365 and the ability to navigate databases and enter data accurately
- Ability to follow privacy and confidentiality policies.
- Ability to work both independently and as part of a team.
- Organized and able to meet deadlines and program outcomes.

Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices.
- Previous MFIP or case management experience
- Associates degree in human services or a related field
- Understanding of human services programming and ability to align eligibility requirements and needs with appropriate contacts and resources

Physical Demands & Work Environment

American Indian OIC is a culturally rich environment and follows a business casual dress code. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job and are characteristics of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to sit for long periods. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color. The noise level in the work environment is usually moderate.

Compensation & Status

The MFIP career counselor is a full-time, nonexempt position, with compensation starting at \$20.67 per hour. American Indian OIC's office hours are Monday-Friday from 8:30am-4:30pm, however weekend and evening hours may be required occasionally. This position qualifies for medical, dental, and retirement benefits. Up to five weeks of paid time off can be accrued during the first year of employment with increases in subsequent years. American Indian OIC also offers at least ten paid holidays annually. Free onsite parking is available, and the campus is easily accessible by bike, bus, and light rail.

Application Process

Promptly submit a résumé cover letter, and references to the Safety Net Director at stephanien@takoda.org

About American Indian OIC

American Indian OIC (AIOIC) was established in 1979 to address the education and employment disparities faced by Native American families living in and around South Minneapolis. The organization was founded as a career counseling provider, but now offers multi-faceted education and workforce development services through its alternative high school, Adult Basic Education program, job training center, and career counseling services. The goal of these programs is to give people the foundational education and support needed to pursue meaningful career opportunities. Although it was founded to serve people of Native descent, most of AIOIC's programs are open to anyone regardless of race, creed, gender, religion, age, or sexual orientation. Annually, more than 1,000 people from the Twin Cities metropolitan area and affiliated with 40 distinct tribal nations from the US and Canada, utilize AIOIC's services.

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 the 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.