



Position Description: Career Counselor

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| Status: | Full-time, Nonexempt |
| Starting Compensation: | \$42, 994.00 |
| Paid Time Off: | Accrual of 5 weeks over a year and several paid holidays |
| Reports to: | Takoda Stability Director |
| To apply: | Email interest statement, résumé, and references to stephanien@takoda.org . |

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.

Duties & Responsibilities

- 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.
- Make 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 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.
- Experience working with diverse populations in an education or social service setting.
- Proven verbal and written communication skills.
- Ability to create a welcoming, trusting, and professional atmosphere for clients and team members.
- GCDF National Certification or willing to obtain.
- Workforce One data experience or willing to learn.
- 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 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.
- 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.
- Understanding of human services programming and ability to align eligibility requirements and needs with appropriate contacts and resources

Physical Demands & Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are representative of those an employee encounters 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 regularly 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.

American Indian OIC culturally rich environment and follows a business casual dress code.

Compensation & Status

The Career Counselor is a full-time, nonexempt position and compensation starts at \$20.67 per hour. American Indian OIC's office hours are Monday-Friday from 8:30am-4:30pm, however occasional weekend and evening hours may be required as needed. The Career Counselor position qualifies for medical, dental, retirement, and time-off benefits. Free onsite parking is available.

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.

American Indian OIC is a nationally recognized leader in the workforce development field and in its 40 years of operation has built a workforce of more than 25,000 people. 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.

Application Process

Promptly submit a resume, cover letter, and references to the Takoda Stability Director at stephanien@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 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.