



Position Description: Career Service Provider I

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| Status: | Full-time, Nonexempt |
| Starting Compensation: | \$42,994 (\$20.67) |
| Paid Time Off: | Accrual begins at 5 weeks annually in addition to at least 10 paid holidays |
| Reports to: | Director of Takoda Institute |
| To apply: | Email interest statement, résumé, and references to kimberlyb@takoda.org . |

Summary

The career services provider provides a caseload of participants (many with barriers to employment) with varying supports that will help them move into the workforce or enroll in education, with the goal of the participant achieving self-sufficiency through gainful employment. The career services provider is responsible for establishing trusted relationships with participants so they can achieve success.

Duties & Responsibilities

- Assess participants' individual career needs and opportunities using a range of formal and informal tools; guide participants in developing their Individual Employment Plan based on these findings.
- Support participants in the execution of their Individual Employment Plan.
- Assist participants with résumé writing, job search support, and provide direct connections to employment or internships with employment partners.
- Facilitate both small and large workgroups in in-person and virtual settings.
- Manage a caseload of 30-100 students, varying with the grant cycle.
- Understand and adhere to the grant requirements, procedures, and policies of 3-9 different funding organizations.
- Regularly connect with participants through voice, text, email, and in-person communication to monitor their progress.
- Conduct and oversee job retention and advancement checks for participants on your caseload.
- Link program participants to relevant services and resources, including childcare, housing, mental health/disability services, education, and job training.
- Engage in program outreach activities, such as tabling at community events, distributing/posting promotional materials, and maintaining relevant professional networks.
- Follow program protocols for data entry, file management, and privacy protection.
- Perform real-time data entry into multiple databases.
- Collaborate with the marketing and communications team to develop profiles of participant success.
- Participate in regular team meetings to evaluate participant and program progress.
- Attend all relevant trainings, workshops, and networking events.

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

- Workforce Once (WF1) experience

- Cultural competency working in a diverse environment
- Ability to follow privacy and confidentiality policies
- Strong verbal and written communication skills
- Ability to create a welcoming, trusting, and professional environment for participants
- Strong time management skills and the ability to prioritize work
- Ability to work both independently and as part of a team
- Proficiency using a personal computer and Microsoft Office/Office 365 and the ability to navigate databases and enter data accurately

Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices.
- Experience working with a diverse socioeconomic population.
- Previous case management experience well as knowledge of Minnesota social services and community-based programs
- Associate degree in human services or a related field (education, social work, communications, etc)
- 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. 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 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, and ability to adjust focus. The work environment noise level is typically moderate.

Compensation & Status

The career services provider 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. With supervisor approval, this position may be granted reasonable remote work privileges on days when participant meetings are not taking place. 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. AIOIC 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 Director of Takoda Institute at kimberlyb@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 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.