

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Employment Support Specialist

Application Deadline: March 25, 2021

Full-Time, Monday through Friday 8:30am – 5:00pm.

Note: AIFC programs are currently working remotely until further notice.

Some evening and weekend hours required.

\$30,000 - \$37,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund with employer contribution, paid holidays and generous PTO accrual.

Position Title: Employment Support Specialist

Reports To: Employment Services Manager

Position Description: The Employment Support Specialist provides assistance and support to the Employment Services program and counselors. This person will assist in the intake process of Ramsey County referred families to AIFC, including forms, determining program eligibility, identifying skills and potential employment barriers. Various other office related responsibilities associated with the delivery of culturally appropriate employment services.

Specific Job Tasks:

- Support and adhere to established policies and agreements of the Zuya Wo Ohiya (Journey to Success) program and employment services.
- Provide primary clerical support to the Employment Services program.
- Assist in conducting intake procedures to assess skills and assets of clients.
- Send reminder emails, phone calls, schedule appointments, assist with workshops and job club.
- Coordinate necessary support to implement educational activities and culturally supportive workshops including room scheduling, ordering food, arranging childcare, and other details.
- Enter case note details in files from monthly mass mailing, participation hours, support services, etc.
- Maintain confidentiality in all matters.
- Attend meetings and required trainings by the AIFC and Ramsey County.
- Support and adhere to established policies and procedures of the American Indian Family Center.
- Support the work of AIFC volunteers and interns.
- Provide other duties as assigned.

Required Knowledge, Skills and Abilities:

- Proven ability to work with American Indian families.

- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong oral and written communication and computer skills.
- Strong organizational skills, reliable and ability to multi-task.
- Must always maintain confidentiality.
- Valid driver's license, insurance and vehicle are required.
- Must submit to a Criminal Background Check.
- Familiarity with Saint Paul American Indian community.

Education and Experience:

- High School Diploma and two years of experience in human services, employment, or related field.
- A demonstrated interest in and commitment to supporting families, children, and the American Indian community.
- Demonstrated experience in the areas of clerical/administrative support including knowledge of office equipment, strong computer skills, and ability to multi-task.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- AIFC is a low noise (under 30dB) facility that has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Charlotte Mertz, Community Development Services Director, at Charlotte.Mertz@aifcmn.org by March 25, 2021.
Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!