

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Career Coach

### **Application Deadline: Open Until Filled.**

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

*Note: Some Evening and Weekend Hours Required.*

\$36,000-\$50,000 (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:** Career Coach

**Reports To:** Employment Services Manager

**Position Description:** The Career Coach provides outreach, assessment, job development, education and career counseling to Ramsey County American Indian Employment Services participants. This person will undertake various responsibilities associated with the delivery of culturally appropriate career coaching services.

**Major Areas of Responsibility:** The Career Coach will assist participants in completing and evaluating assessments and developing realistic and attainable career goals to inform Employment Plans (EPs); conduct culturally appropriate workshops and assist participants in developing job seeking and work skills; connect participants to essential resources; and recruit and collaborate with employers, educational professionals and community agencies.

### **Specific Job Tasks:**

- Support and adhere to established policies and agreements of the Zuya Wo Ohiya (Journey to Success) program and employment services.
- Conduct assessments and occupational training; work collaboratively with participants and staff to develop and monitor appropriate EP activities.
- Plan and implement education and employment workshops relevant to job seeking, job readiness and essential soft and hard skill development.
- Conduct outreach and recruitment; work collaboratively with employers and educational staff to develop mentor opportunities, coordinate job fairs and provide training opportunities for participants and staff.
- Monitor progress and quality of work completed by participants; collect and document findings & outcomes per program and agency requirements.
- Engage participants in meeting program goals through strong presentation and facilitation skills.
- Assist ES staff in meeting contractual obligations regarding defined positive outcomes, retention measures and follow-up.
- Maintain accurate and current case records for ES participants to include participant services needs and activities; update data systems timely and in accordance with data-management procedures and funding sources.

- Identify volunteer, apprenticeship, unpaid and paid employment and educational opportunities for participants.
- Conduct follow-up with participants, employers and educational staff to verify activity status and provide retention and advancement assistance.
- Plan, arrange and organize award ceremonies and other educational, placement, retention/follow-up events and activities.
- Collaborate with community agencies to foster a close relationship and work towards an integrated service model.
- 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:**

- Cultural knowledge of the American Indian community and community organizations preferred.
- 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.

**Education and Experience:**

- Bachelor's degree in a related field and one year of experience in Human Services field or equivalent preferred.
- Experience in the areas of employment and training with demonstrated knowledge of career counseling techniques and participant file maintenance preferred.
- Knowledge of Labor Market Information and employment trends, training and skills assessments and credentialing, education, job seeking and networking resources.
- Experience, competence and sensitivity in working with families.

**Physical Demands and Work Environment:**

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

Interested applicants can submit resumes and letters of interest to Charlotte Mertz, AIFC Development & Administrative Services Director at [Charlotte.Mertz@aifcmn.org](mailto:Charlotte.Mertz@aifcmn.org). Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**