

American Indian Family Center

Job Posting

Where American Indian Families Thrive!

Youth Outreach Specialist



Application Deadline: Open Until Filled

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

Note: Some Evening and Weekend Hours Required.

\$42,000-\$46,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Title: Youth Outreach Specialist

Reports To: Youth Services Manager

Position Description: The Youth Outreach Specialist provides direct services to youth and their families in fulfilling the goals and outcomes of the Waaban Ogimaawag (Tomorrow's Leaders) Native Youth Program, which offers a culturally specific and holistic service model for American Indian Youth. The work of the Youth Outreach Specialist will aim to increase leadership skills of Youth participants, increase intergenerational engagement, and address educational and workforce engagement with a goal to instill in Youth the skills and confidence of increased self-sufficiency.

Specific Job Tasks:

- Support and adhere to established policies and agreements of the Waaban Ogimaawag program and Youth services.
- Actively conduct community outreach to Elders, employers, and schools; engage and recruit Youth for program activities.
- Conduct intake interviews.
- Ensure appropriate intake referrals and information are collected and responded to promptly.
- Communicate new client information to staff and other team members.
- Monitor and document service delivery on an ongoing basis.
- Collaborate with community agency partners and members and key stakeholders to foster close relationships and work toward an integrated service model.
- Facilitate and/or attend department and program team meetings on a regular basis.
- Work with Youth Services team, AIFC Interdisciplinary team and other agencies to ensure proper care coordination for all Youth participants.
- Support Youth Services Department with the intake process, including outreach to potential youth, follow up, and conducting intakes when necessary.

- Assist and collaborate with Youth Engagement Specialist and Youth Empowerment Specialist on workplan objectives and activities of services.
- Complete professional development opportunities such as motivational interviewing (mandatory) and/or grant writing (optional).
- Work with Youth Services Team to conduct culturally specific evaluation efforts.
- Foster relationships with service providers in the community and maintain a centralized resource list in order to provide information and referrals to staff and Youth Services participants.
- Monitor and maintain accurate records including workplan objectives and activities, data tracking, client files, evaluation and reporting requirements.
- Support the work of AIFC volunteers and interns.
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of American Indian culture and heritage.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral and written communication skills.
- Must understand and maintain confidentiality.
- Demonstrated strong interpersonal skills with a large range of populations.
- Superior attention to detail and planning skills.
- Knowledge of administrative and clerical procedures.

Education and Additional Expectations:

- Bachelor's Degree or equivalent in related field and one to three years of related experience required; additional related experience may be considered in place of bachelor's degree. Sensitivity in working with individuals, families and youth required.
- Cultural knowledge of the American Indian community required.
- Experience with Microsoft Office Suite and Outlook products required.
- Must possess a valid MN Driver's License, Proof of Insurance and reliable transportation.
- Must submit to a Criminal Background Study.

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 Careers@aifcmn.org.
Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!