

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Mother & Women's Outreach Specialist

### Application Deadline: Open Until Filled

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

**Note:** *Some Evening and Weekend Hours Required*

\$45,000-\$52,000 (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 policy

**Position Title:** Mother & Women's Outreach Specialist

**Reports To:** Family Services Manager

**Position Description:** The Mother & Women's Outreach Specialist provides direct services to primarily American Indian women during their perinatal period and through the first 13 months of their child's birth, fulfilling the goals and outcomes of the Wakanyeja Kin Wakan Pi Program (Our Children Are Sacred). The Mother & Women's Outreach Specialist will undertake various responsibilities associated with outreach and recruitment of pregnant American Indian women, and those considering pregnancy, at community events and other locations, encouraging participation in all program services. In particular, this person will oversee enrollment, screening and the intake process for the Wakanyeja Kin Wakan Pi Program and facilitate weekly groups.

#### Specific Job Tasks:

- Identify and coordinate outreach linkages in the American Indian community to provide information to expectant women, mothers with children under 13 months of age, their partners and the community
- Collaborate with key agencies, including the Saint Paul-Ramsey County Public Health Department, to foster a close relationship and work towards an integrated service model
- Identify and perform home visits to perinatal families and new mothers when necessary and safely possible
- Plan and implement educational activities and culturally supportive workshops and weekly groups relevant to expectant and recent moms
- Conduct intake procedures to assess for risk factors
- Support and adhere to established policies and procedures of the Wakanyeja Kin Wakan Pi Program
- Maintain documentation of program services on a weekly basis to support quarterly and monthly reports

#### Required Knowledge, Skills and Abilities:

- American Indian and parenting experience strongly preferred
- Demonstrated ability to develop relationships with community organizations
- Demonstrate aspects of recovery and healthy lifestyle choices.
- Demonstrate attributes of Peer Recovery.

- Strong oral and written communication and computer skills
- Strong organizational skills, reliable and ability to multi-task
- Must understand and maintain confidentiality
- Strong interpersonal skills with a large range of populations
- Plan, coordinate, monitor and motivate the activities of others
- Valid driver's license, insurance and vehicle is required
- Must submit to a Criminal Background Check

### **Education and Experience**

- Bachelor's degree in a related field and two years of experience in Human Services field or equivalent required
- Experience, competence and sensitivity in working with expectant women and new mothers
- Experience in case management with demonstrated knowledge of case management techniques preferred

### **Physical Demands**

- Very light lifting (less than 15 pounds) may be required occasionally
- The AIFC is a low noise facility (under 30 dB)

Interested applicants can submit resumes and letters of interest to Rich Antell, Family Services Manager. Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**