

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Father & Men's Family Care Specialist

Application Deadline: Open Until Filled

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

Note: Some Evening and Weekend Hours Required.

\$50,000-\$58,000 (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.

Ombi'Ayaa Anishinaabe-Ininiwug (Rise Up Original Men): The Father and Men's program is in need of a family care specialist to support and bridge father's and men to supportive services that improve their overall health. We believe the path to healing is in our culture and within ourselves. Our programming does this by bringing culture into all of the services that they provide so that they can gain a positive cultural identity and find healthy ways to cope with life's challenges as a Native man.

Position Title: Father & Men's Family Care Specialist

Reports To: Family Services Program Manager

Position Description: The Family & Men's Family Care Specialist will serve the Native men and father's by bridging them to supportive services to better their overall health. They will also provide coordination and support to the Father and Men's Outreach Coordinator

Responsibilities:

- Will conduct intakes for entry into the Father and Men's program
- Collaborative outreach/networking with family center partners and community agencies.
- Coordination of care for clients
- Provide support to the program by ensuring that supplies are available for the services that are provided.
- Participation and facilitation of men's programming services
- Maintains knowledge of, and adherence to, program philosophy and policies
- Maintain client files and confidentiality.
- Will maintain client files and provide data for evaluation
- Data collection, quarterly and monthly reports.
- Promote a chemically healthy lifestyle.
- Support the work of AIFC volunteers and interns.
- Other duties as assigned.

Qualifications

- Skilled in the process of identifying and assessing a wide range of client needs;
- Knowledge about local community resources and how to use those resources is preferred.
- Demonstrate an ability to work with management in a positive and cooperative fashion.
- Must be free of chemical use problems for a minimum of two years.
- Knowledge of or desire to learn more about the American Indian culture, community and its resources.
- Experience in planning and implementing programming in a community agency.
- Experience working in a community-based agency preferred.
- Good time management skills.
- Effective record keeping skills.
- Effective organizational skills
- Excellent verbal and written communications skills.

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!