American Indian Family Center

Job Posting

Where American Indian Families Thrive!

Employment Counselor

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 accrual.

Position Title: Employment Counselor

Reports To: Employment Services Manager

Position Description: The Employment Counselor provides direct employment counseling services to the American Indian community and the Ramsey County American Indian Minnesota Family Investment Program (MFIP) participants. This person will undertake various responsibilities associated with the delivery of culturally appropriate employment counseling services.

Major Areas of Responsibility: The Employment Counselor will assist participants in developing job seeking and work skills, host group meetings and culturally appropriate workshops, and collaborate with employers, educational professionals and community agencies.

Specific Job Tasks:

- Interview participants to determine eligibility and assess employment and educational status and goals.
- Develop individualized plans for participants that address employment and education barriers and structure their activities toward their goals.
- Provide vocational counseling and information to include education and/or employment options, community service providers, building job seeking and retention skills and goal setting.
- Provide follow-up and support services to individuals and employers by monitoring participants' progress in implementing their employability plan and reaching established goals.
- Attend meetings and required trainings by the AIFC and Ramsey County.
- Maintain accurate case records and documentation relating to the participants assessments, plans/goals, referrals to resources, and support services.
- Support and adhere to established policies and procedures of the American Indian Family Center and Zuya Wo Ohiya (Journey to Success) Employment Services program.
- Support the work of AIFC volunteers and interns.
- Provide other duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of or desire to learn more about the American Indian culture, community and its resources.
- 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:

- Bachelor's Degree in a related field preferred, or equivalent work or personal experience.
- Two or more years of experience in employment services is preferred.
- Case Management experience and knowledge of service delivery techniques preferred.
- Previous work experience with American Indian community organizations preferred.
- Knowledge of the Saint Paul area, American Indian community service organizations and local resources preferred.
- Experience with Microsoft Office Suite preferred.

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!