



MFIP Employment Counselor

Position Summary: This position involves intensive case management and employment services to individuals on the Minnesota Family Investment Program (MFIP) who may have multiple barriers preventing them from securing and keeping employment as well as meeting MFIP Program expectations.

Primary Responsibilities

Enrollment and Assessment:

- Oversee the enrollment and assessment process
- Facilitate group or one-on-one program overview/information sessions
- Administer assessment and screening tools per program requirements and participant's needs.

Case Management and Job Counseling:

- Develop individual service strategies based on individual's assessments, goals, and barriers
- Develop an individualized employment plan and provide ongoing coaching and employment counseling in multiple settings
- Collaborate with internal AIOIC employment staff and external connections to place participants in a career pathway and employment
- Link participants to appropriate services and resources such as child care, housing, mental health or disability services, education, training, etc.
- Maintain case files and documentation per program requirements, and adhere to program and agency policies
- Track participation hours and service meetings
- Work with county representatives to assure coordinated services
- Connect with participants regularly to encourage engagement and avoid sanctions
- Participate in team meetings to improve client progression and program/agency outcomes
- Attend trainings, workshops, etc. as designated by manager and administration.



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Qualifications

- B.A. degree in human services or related field is preferred. Global Career Development Certification is required. If one is not GCDF certified they must agree to complete paid training as a condition of hire.
- 1-3 years of experience in vocational/employment, counseling, case management, vocational rehabilitation, supported work settings, community mental health, or chemical dependency services.
- Working knowledge of available community resources providing services to low-income families.
- Ability to assess barriers to employment, prepare written plans, and assist participants in attaining job goals.
- Ability to instruct individuals or groups on job market, job seeking and job keeping skills.
- Proven ability to work as a member of a human services team.
- Ability to provide or arrange services such as career or personal counseling, family counseling, financial counseling, housing issues, medical, mental health, and chemical dependency treatment.
- Experience and desire to work with persons of diverse cultural, economic and educational backgrounds.
- Strong written and verbal communication skills, and computer experience is required.
- Able to travel independently throughout the metro area.

BENEFITS: AIOIC offers competitive compensation, including a comprehensive benefits package. Benefits include a generous PTO policy and company observed holidays as well as health, dental and life insurance.

HOW TO APPLY: Please provide a letter of interest and resume highlighting your experiences and qualifications directly to our MFIP Program Manager, Latisha Porter via email at LatishaP@takoda.org .

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally-recognized basis (“protected class”) including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.