



**American Indian OIC**  
Providing Opportunities. Changing Lives.

Affiliated with OIC of America

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***Celebrating 30 Years!***

## Job Description

<b>Position:</b>	MFIP Employment Counselor
<b>Organization:</b>	American Indian OIC, Inc. 1845 East Franklin Avenue Minneapolis, MN 55404
<b>Terms:</b>	90-day probationary period, FT with benefits
<b>Reports to:</b>	Linda Duck, MFIP Director

### Position Dimensions:

The Employment Counselor is under the direct supervision of the MFIP Director. The basic function of an Employment Counselor is to work with the MFIP staff to enhance the employability of MFIP participants through work readiness training, job skills development, structured job search activities, and career counseling to ensure individual success and ultimately self sufficiency. Native American preferred.

### Qualifications:

- College degree in human services or related field preferred.
- Minimum two years verifiable work experience in employment or career related counseling. Appropriate experience may be substituted for educational requirements.
- Previous counseling experience in client need assessment and employability evaluation.
- Certified as a Global Career Development Facilitator (GCDF). Certification may be obtained during the probationary period.
- Possession of a valid driver's License.
- Strong case management skills.
- Word processing and spreadsheet knowledge and capabilities.
- Knowledge of the Hennepin County rules and regulations that pertain to MFIP.
- Knowledge of the Data Privacy Act.
- Familiarity with Native American culture, community, and service organizations.

### Required Attributes:

- Possession of strong composition, verbal, and reasoning skills.
- Ability to communicate effectively one-on-one, as well as, within groups.
- Must possess exceptional listening and organizational skills.
- Ability to be a team player and work effectively with MFIP Employment Counselors and AIOIC staff.



### **Soft Skills**

Style and communication that is respectful of all requests, independent competency with a team spirit, and support for colleagues and the management team. Assist with all required objectives in a timely manner. Schedule time, organize, and prioritize tasks. Handle a variety of management and communication styles. Conduct oneself in a manner that reflects honesty, integrity, cultural sensitivity, and upholds legal and agency standards.

### **Duties and Responsibilities:**

- Monitor and maintain your assigned MFIP caseload to ensure that you are meeting the goals of MFIP as outlined in the Hennepin County contract and Employment Service manual.
- Responsible for all activities necessary to determine individual client's needs, complete enrollment requirements and provide information and referral to those individuals enrolled in the program.
- Assessment of individual employability, aptitudes, and interest to develop an employment plan to help participants achieve employment and training goals.
- Responsible for maintaining client files and on-going documentation of program eligibility.
- Administer supportive services adhering to MFIP rules and regulations.
- Responsible for the Employment Counseling component, and referrals to other outside activities.
- Participate in weekly MFIP staff meetings.
- Perform other duties as assigned by the MFIP Director.

Cover letter and resume to Linda Duck

Last updated: July 2, 2009