



Position: Takoda Works Employment Counselor – Re-Entry

Classification: non-exempt, \$19-\$20/hr

### **ORGANIZATION OVERVIEW:**

American Indian OIC is a community-based workforce development organization committed to supporting American Indian people and others to fulfill their education, complete career training, gain employment and advance in their career pathway. AIOIC operates a Minneapolis contract-alternative high school and a licensed post-secondary institute and is a recognized ABE/GED consortium. In addition, we offer a wide array of employment services.

### **JOB SUMMARY:**

This position will provide case management supports and coordination efforts for the Takoda Works team with emphasis placed on Takoda Work's re-entry initiatives. Therefore, this position requires both internal and external deliveries of employment services.

### **PRIMARY RESPONSIBILITIES:**

#### **Employment Counseling:**

- Provide case management and employment services to the participants who are enrolled in Takoda Work's re-entry initiatives.
- Establish and maintain strong relationships with program participants to assist them in moving forward toward success.
- Connect program participants to appropriate services and resources designed to generate positive outcomes for program participants such as: child-care, housing, mental health/ disability services, education needs, trainings, and other resources according to the participant's goals and plans.
- Collaborate with other providers, employers and agency employment staff for referrals and connections to assist participants with accomplishing their employment related goals.
- Maintain case files and documentation per program requirements while adhering to program and agency policies.
- Connect with participants regularly to encourage, engage, and enable participant to reach their professional goals and employment placement – complete with ongoing collection of retention data.
- Accurately enter information into database within established timelines.
- Work with the team to teach work readiness classes internally and externally.
- Participate in team meetings to improve client progression and program/ agency outcomes.
- Attend trainings, workshops, and events (as designated by supervisor and/or administration.)
- Assist team and program manager with other related work as needed.

**POSITION REQUIREMENTS:**

- Preferred: Associate degree in a related field or 3-4 years of relevant experience or experience working with an employment services program.
- Preferred: Some experience working with participants who have been involved in the justice system.
- Preferred: Understanding of Native American culture and values.
- Proven verbal and written communication skills.
- Ability to create a welcoming and trusting atmosphere for clients and team members.
- Proven time management skills as well as the ability to prioritize work.
- Experience working with diverse populations in an education or social service setting.
- Have a current GCDF or be willing to obtain the certification.
- Able to work within a team.
- Ability to multitask.
- Able to work with sensitive information and confidentiality.
- Organized and able to meet deadlines and program outcomes.
- Proficient in Microsoft Office Suite software and the ability to enter data accurately.

**APPLICATION PROCESS:**

Submit a resume, cover letter and references to the Director of Takoda Works at [barbarah@takoda.org](mailto:barbarah@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.