

**American Indian Family Center**  
*Where American Indian families thrive!*

**American Indian Family Center Job Description**  
**Position Open Until Filled**

**Title of Job:** Full-time Employment Counselor

**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.
- Identify barriers to completing their education or obtaining employment and assist participants with community agencies and resources such as medical and social service professionals to address identified needs.
- Develop individualized employability 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 job keeping 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.
- Provide other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Proven ability to work with American Indian families.

- 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 social science or related field, or equivalent.
- Two or more years of experience in employment services is preferred.
- Cultural knowledge of the American Indian community preferred.

**Physical Demands:**

This job requires light physical duties (standing, walking, etc.) as needed for activities and external events. It also requires the ability to sit at a computer and enter data in database systems.

**Environment:**

AIFC is a facility with low noise (under 30dB) and has private offices and conference rooms.

Interested applicants please contact Barb Fairbanks at [barb\\_fairbanks@aifc.net](mailto:barb_fairbanks@aifc.net). Thank you.