



American Indian Family Center Job Description

Where American Indian Families Thrive!

Father & Men's Outreach Specialist

Application Deadline: July 24, 2020

Full-Time, Monday through Friday, will involve some Evening and Weekend Hours
\$37,000-\$43,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Title: Father & Men's Outreach Specialist

Position Description: The Father & Men's Outreach Specialist engages and provides direct services to American Indian men and fathers of the greater East Metro Area.

Major Areas of Responsibility: This position will undertake various responsibilities associated with the outreach and recruitment of American Indian men and fathers at community events and other locations and encourage participation in all program services. In particular, this person will oversee enrollment, screening and the intake process for all participants of Men's group and programming.

Specific Job Tasks:

- Support and adhere to established policies and procedures of the Wakanyeja Kin Wakan Pi (Our Children are Sacred): Women & Mother's Health Program and the Ombi'ayaa Anishiniabe-Ininiwug (Rise Up Original Men): Men & Father's Health Program.
- Identify and coordinate outreach linkages to the American Indian community and families.
- Coordinate Men & Father's group activities.
- Design or adapt culturally specific group curriculum.
- Collaborate with key agencies to foster a close relationship and work towards an integrated service model.
- Identify and perform home visits as needed.
- Plan and implement educational activities and culturally supportive workshops relevant to men, fathers and families, partners and the community.
- Conduct intake procedures to assess for risk factors.
- Meet with public health staff to discuss and collaborate on providing services.
- Maintain documentation of program activities on a weekly basis to support quarterly and monthly reports.

Required Knowledge, Skills and Abilities:

- Knowledge of American Indian culture and heritage.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral and written communication.

- Must understand and maintain confidentiality.
- Demonstrate strong interpersonal skills with a large range of populations.
- Exhibit superior attention to detail, with strong organizing and planning skills.
- Display ability to interact effectively as a member of a team and work collaboratively with others.
- Plan, coordinate, monitor and motivate the activities of others.
- Valid driver's license, insurance and vehicle required.
- Must submit to a Criminal Background Check.

Education and Experience:

- Bachelor's degree in a related field and two years of experience in Human Services field or equivalent required.
- Experience, competence and sensitivity in working with families.
- Experience in case management with demonstrated knowledge of case management techniques.
- Cultural knowledge of the American Indian community and community organizations 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.
- Some remote and socially distanced work is required.

Interested applicants can submit resumes and letters of interest to Laura Dorn, AIFC Family & Youth Services Director, laura_dorn@aifc.net by July 24, 2020. Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!