



AMERICAN INDIAN FAMILY CENTER

Where American Indian families thrive!

Employment Services Case Aide

Application Deadline: Open Until Filled

This position is seeking both full-time and part-time applicants, Monday through Friday
8:30am – 5:00pm.

Note: Some Evening and Weekend Hours Required.

= (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund with employer contribution, paid holidays and generous PTO accrual.

Position Title: Employment Services Case Aide

Reports To: Employment Services Manager

Position Description: The Case Aide's main function is to provide assistance and support to the Employment Services program and counselors. This person will assist in the intake process of Ramsey County referred families to AIFC, including forms, determining program eligibility, identifying skills and potential employment barriers. Various other office related responsibilities associated with the delivery of culturally appropriate employment services.

Specific Job Tasks:

- Provide primary clerical support to the Employment Services program.
- Assist in conducting intake procedures to assess skills and assets of clients.
- Send reminder emails, phone calls, schedule appointments, assist with workshops and job club.
- Coordinate necessary support to implement educational activities and culturally supportive workshops including room scheduling, ordering food, arranging child care, and other details.
- Enter case note details in files from monthly mass mailing, participation hours, support services, etc.
- Maintain confidentiality in all matters.

Required Knowledge, Skills and Abilities:

- Strong organizational skills.
- Ability to establish and maintain good working relationships with participants and perform as a team member.

- Professional ethics and integrity.
- Ability to respond to conflict professionally, respectfully and responsibly.
- Ability to listen, be open-minded, and non-judgmental.
- Familiarity with St. Paul American Indian community and local resources.
- Valid driver's license, insurance, and vehicle required.
- Must submit to Criminal Background Study.
- Promote a chemically healthy lifestyle.

Education and Experience:

- High School Diploma and two years of experience in human services, employment or related field.
- A demonstrated interest in and commitment to supporting families, children and the American Indian community.
- Demonstrated experience in the areas of clerical/administrative support including knowledge of office equipment, strong computer skills, and ability to multi-task.

Physical Demands and Environment:

Very light lifting (less than 15 pounds) may be required occasionally. AIFC is a low noise (under 30dB) facility that has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Charlotte Mertz. Selected applicants will be contacted to arrange an interview.
AIFC thanks you for your interest!