

**American Indian Family Center**  
*Where American Indian Families Thrive*



**Title of Job:** Part-time Employment Services Case Aide

**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 (Twin Cities) 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

Interested applicants please submit resume and cover letter to [diane\\_strandjord@aifc.net](mailto:diane_strandjord@aifc.net)