



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Employment and College Outreach Specialist

Department: Community Wellness

Program: ANA I-LEAD

Reports To: Program Coordinator

Employment Category: Full-time/Part-Time (.75 FTE to 1.0 FTE)

FLSA Status: Exempt or Non-Exempt

Position Summary: The employment and college outreach specialist is responsible for working directly with the project team to help youth age 14-24 with college and job activities. They are responsible for providing workshops, coordinating campus visits, assisting with resumes and interviews, and one-on-one college and career related counseling. The ANA I-LEAD project primarily serves Native Americans ages 14-24 in Southeastern Michigan. The program promotes economic and social self-sufficiency by strengthening leadership opportunities. AIHFS I-LEAD project is a comprehensive approach to workforce preparation that includes Intergenerational Engagement, Strengths-based training, and Culturally Based opportunities to learn. The project builds on current programs by adding internships, job-shadowing, career exploration, career training and higher education opportunities.

Essential Duties and Responsibilities:

- Works with the team and individually as needed to assist with meeting grant objectives.
- Continuously search and expand knowledge of community resource related to employment and college
- Actively develop positive relationships with employers and colleges
- Engaging clients toward the goal of successful college attendance or competitive employment
- Provides direct services in employment counseling, preparation, job placement, and referral to community services as needed
- Interviews and advises clients to ascertain employability
- Help clients think about long-term employment goals
- Assess work history, education, and skills to develop a career profile for each new client
- Prepare and provide supportive and constructive feedback to clients
- Identify barriers to employment and develop plan to address the barriers
- Write clear, objective, and detailed case notes
- Participates in job/career fairs as necessary
- Facilitate training workshops related to college entry and/or employment
- Conduct outreach to promote program services
- Attend agency wide case management meetings when necessary
- Serve as a positive role model to co-workers and youth, promoting healthy behaviors and responsible life choices.
- Educates the target community on various medical, behavioral health and community wellness programs and the importance of utilizing programs for health and well-being.

- Collects, enters, compiles and submits data. Ensures all activities and client contacts are documented.
- Assists with filing data appropriately. Maintains confidential records.
- Prepares and writes progress reports as needed.
- Participates actively as member of inter-departmental team to coordinate services.
- Participate in planning, preparation and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Other duties as assigned.

Education/Experience: Minimum of associate's degree is required, bachelor's degree preferred. A concentration in human services, business, communications, human resources, youth development, career development, leadership development, social work or related field is required. Previous experience with employment counseling and/or recruitment preferred. Knowledge of general principles and methods of a job search required. Knowledge of computer software and program required.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 1/19/18