

## **COMMUNITY ACTION DULUTH**

### **Position Title**

Bridge to Employment: Employment Counselor

**Bridge to Employment at Community Action Duluth**, is designed to serve families receiving MFIP (Minnesota Family Investment Program) in a culturally-specific and family-friendly way. Our program serves Native American and African American families and provide comprehensive services including: Employment coaching, family advocacy and a variety of connections to services within CAD and within the larger community.

### **The Position**

The Employment Counselor + Family Advocate, is funded by a contract with St. Louis County, 40 hours/week position. Work hours are flexible (usually ranging between 7am-8:30pm Monday-Friday) and dependent upon the needs of the participants served. Various night and weekend commitments should be expected. Hourly wage \$16.80/hour. Benefits include: PTO, holiday pay, health, dental and life insurance, 403b with company match and access to an Employee Assistance Program.

### **Major Responsibilities**

As an integral part of our programming, the Employment Counselor has the following responsibilities:

#### **1:1 Coaching/Advocacy Work (80%)**

Foster an open, welcoming environment that exemplifies hospitality and service  
Work with families to create employment plans, complete required assessments and other documentation  
Assist program participants to obtain employment  
Connect participants with training, education, other supportive services and cultural activities in the community  
Provide advocacy, problem solving and mentoring to participants

#### **Ensure Outcomes for Participant Success and Program Viability (10%)**

Coordinate, track and ensure programmatic outcomes for participants  
Ensure timely data entry in all applicable tracking programs  
Strive to exceed funder expectations in outcomes achieved  
Ensure compliance with MFIP regulations

#### **Engage in On-Going Training + Development (5%)**

Participate in on-going training and development opportunities  
Learn and lead with a strength based and trauma-informed lens

#### **Coordinate Culturally Specific Events + Activities (5%)**

Actively participate in CAD's culturally inclusive programming  
Co-ordinate culturally inclusive events and activities for staff and participants

### **Qualifications**

Required qualifications:

- Philosophical agreement with agency purpose
- Demonstrated ability to work with people with low incomes and people with diverse backgrounds
- Demonstrated ability to work with strength-based, trauma-informed and inclusive practice lenses
- Demonstrated experience working with families seeking employment
- Demonstrated experience working with families experiencing a high level of barriers
- Open to constructive criticism and feedback; ability to integrate information into work
- High school diploma/GED

Preferred qualifications:

- Experience navigating county-based assistance programs; particularly MFIP
- Demonstrated experience assisting people to obtain and retain employment

Deep connections and understanding of Native American and African American cultures and communities

2 or 4 year degree

License, insurance and access to a personal vehicle

The ideal candidate is passionate about empowering families; has a deep understanding of poverty and systemic barriers; values diversity and culture – recognizing the beauty it brings the world; leads with a trauma-informed lens; and recognizes that all people are intrinsically whole beings who hold the solutions within them. The ideal candidate also is detail oriented and can work comfortably within complex systems and accurately collect and enter data. The most content and successful employees at Community Action Duluth embody the following characteristics: Passionate, autonomous, creative, hard-working and flexible.

**Application Deadline**

January 5<sup>th</sup> , 2018

**We will not review applicants without a cover letter, resume and three references via e-mail to [jobs@communityactionduluth.org](mailto:jobs@communityactionduluth.org)** and put “Employment Counselor in the subject line. Please also indicate how you heard about the position opening.

**Community Action Duluth is proud to be an Equal Opportunity Employer. We believe that diversity of background and perspective are strengths. We seek to continue to grow a diverse, highly committed, skilled, and collaborative staff.**