WIOA Care Coordinator

Workforce Innovation and Opportunity Act

Position Description

PRIMARY PURPOSE

The WIOA Coordinator is a part of the Anokiiwin initiative. Anokiiwin provides comprehensive services, information and resources that enable and empower program participants to take active responsibility for their place and purpose in the community. The Anokiiwin Initiative is a fluid program of mixed services that supports transformation through career exploration and job search, career pathway planning, educational attainment, identification of work related strengths, interests, enhancing job search skills and capacity to express the relevance of strengths to employers and fostering relationships with the employer community.

The WIOA Care Coordinator provides comprehensive support services and information resources that enable program participants to take an active responsibility for their career decision making and job search. The responsibilities may include assist program participants actively equip themselves with positive decision making skills for career planning. The Care Coordinator will provide skills to self-assess, to understand the participants’ interests, career goals and current skills. They will learn how to appropriately promote these and their strengths to the interviewer and the relevance of the necessity. WIOA program participants will learn to discern professional critique as a positive tool for growth and how to react in a professional and positive manner.

DUTIES AND RESPONSIBILITIES

* Collaborate with the Anokiiwin team to identify, define, and meet member education/career planning goals and placement needs
* Provide individual and group education and career direction services for program participants
* Develop and direct programs designed to educate participants with necessary job search skills and employment preparation strategies
* Maintain internet applications and databases that support the delivery of services to program participants
* Manage grant work plan(s) as assigned and reporting per grant requirements
* Support and sustain a thorough care coordination process and maintain accurate member files with timely, ongoing participant documentation per grant and NWICDC requirements
* Must be able to pass a criminal background check and drug screen

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DUTIES AND RESPONSIBILITIES continued

* Maintain a clean and positive work environment, keeping an inventory of all program equipment and supplies, ensuring they are in good working condition.  Control equipment, service and software expenditures against grant budgets
* Manage administrative systems by registering new participants into the required databases and participate in the intake and orientation processes
* Supervise the acquisition, maintenance, and dissemination of information regarding career fields, employment opportunities, and specific employers for full-time, part-time, internship and work-study opportunities
* Attend meetings as needed/required
* Represent NWICDC in a positive and professional manner
* Ensure quality improvement by monitoring and evaluating program achievements against target goals, recommending modifications that respond to program participant needs and interests
* May participate in special events, supervise and implement other program areas
* Must pass State of Minnesota Data Privacy Training prior to accessing any member files or data bases and renew yearly
* Responsible for modeling organization collaboration, collective department problem solving and coordinated case management
* All other duties as assigned

**SKILLS/KNOWLEDGE REQUIRED**

* Bachelor’s degree and experience in or related to career planning and employment services; including direct career counseling is considered a plus
* Associate’s degree and relevant experience
* Ability to plan and implement quality, sustainable programs
* Have strong communication skills; writing, listening, and speaking
* Be consistent, dependable, punctual, enthusiastic, flexible and follow through with tasks
* Ability to organize detailed activities and coordinate groups of people
* Understand and appropriate usage of current educational practices in career counseling
* Ability to problem-solve, make decisions, and manage conflict
* Must have time management and organizational skills
* Must be able to work independently as well as under supervision
* Demonstration of an understanding, appreciation and awareness of the Anishinaabe and Native American cultural, social and economic diversity within the community
* being served
* Cultural sensitivity; knowledge of Anishinaabe worldviews and values or the willingness to learn and incorporate into practice

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**BENEFITS**

* Employer paid health insurance
* Employer paid dental insurance
* Health savings account; employer contribution
* 10 days of PTO per year
* Your birthday and one floating holiday paid per year
* 403b retirement matching contribution following one year of full-time employment and 1000 worked hours
* Continued personal and professional growth
* Flexible schedules consistent with program needs
* Positive work environment that reflects traditional Anishinaabe teachings and family values

***Starting Pay Up To $25 per hour DOQ***

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position is contingent on continued funding.*

*Equal Opportunity Employer: The emphasis of the organization is to provide resources for American Indian community members, but the resources, programs and employment opportunities of the organization shall be available to all persons regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, gender identity, and local human rights commission activity.*