



MINNESOTA INDIAN WOMEN'S RESOURCE CENTER
EMPLOYMENT OPPORTUNITY - Part-time 20 hours/week

Parent Support Outreach Program Specialist (PSOP)
Open 1-24-18

PURPOSE OF POSITION: To provide initial New Client Intake coordination, Parent Support Outreach Program (PSOP) services, and other available in-house service identification and referral support to adult American Indian women and their families.

DUTIES AND RESPONSIBILITIES:

- Provide individual Intake assessment of immediate client and family needs, in-house service identification, safety planning and eligibility screening, external service referral, and demographic data collection.
- For PSOP-eligible and referred clients, provide individual case management and Flex Fund-linked supportive services in a manner consistent with Hennepin County guidelines.
- Record and keep accurate and up-to-date client files in both paper and electronic formats.
- Assist in outreach efforts to the American Indian population.
- Prepare monthly reports for supervisor and maintain statistical data.
- Attend training and meetings as required by the position.
- Respond to other duties as assigned by the Director of Programs and/or MIWRC Executive Director.

QUALIFICATIONS

- Experience working with families involved in Child Protection.
- Experience working with American Indian women and families.
- Knowledge and understanding of systems of violence and trauma, including inter-generational effects of historical trauma.
- Valid driver's license with a satisfactory driving record required and provide proof of auto insurance.
- Must be willing to submit and pass DHS Criminal Background Study.
- Must have completed or be willing to complete 40-hour Sexual Assault Advocacy Training program.
- BSW or similar degree preferred.

Demonstrated ability to:

- Maintain highly confidential and sensitive information.
- Ability to exemplify professional conduct and handle stressful situations well.

REPORTING AND SUPERVISORY RESPONSIBILITIES:

The PSOP Specialist reports directly to the Director of Programs and has no supervisory responsibilities.

JOB CLASSIFICATION: Part-time, 20 hours/week; Regular; Exempt

RATE OF PAY: \$19.00 + / Hour

HOW TO APPLY: Send Resume and cover letter to the Minnesota Indian Women's Resource Center, 2300 15th Avenue South, Minneapolis, MN 55404; email HR@miwrc.org; 612-728-2000; fax 612-728-2039.

Visit www.miwrc.org to learn more about us.
Equal Opportunity Employer