



Position: Medical Career Advancement (MCA) Navigator

Department: MCA

Reports To: MCA Manager

FLSA Status: 1.0 FTE

Start Date: February 18, 2019

Position Description: The Medical Career Advancement (MCA) Navigator works within MCA as part of the Medical Careers Pathway at the International Institute of Minnesota. MCA offers academic and career guidance, wrap-around support, and tuition assistance to foreign-born individuals attending college nursing and other medical career training programs. The MCA Navigator manages a caseload of about 50 active clients and a five-year history of cases, working with students 1:1 and in small groups. The Navigator approves students for partial tuition assistance and facilitates disbursement of funding to colleges. The Navigator provides academic advising and navigation to clients in college. S/he provides academic writing tutoring, arranges for nursing and NCLEX tutoring, and offers employment services after graduation and licensure. S/he shares with the MCA Manager the responsibility of recruitment, client management, outcome tracking and data entry, outreach and relationship-building with college and program partners, volunteer recruitment, and report writing.

Experience and Qualifications:

- Bachelor's Degree
- Experience working with New Americans and non-native speakers of English
- Experience and familiarity with one or more of the following:
 - o Higher education medical career training programs, including nursing
 - o Academic advising for adult college students
 - o Career counseling
- Excellent organizational skills with the ability to handle multiple projects simultaneously
- Excellent written and verbal interpersonal/communication skills
- Knowledge of local community resources

Duties:

- Provide educational case management for New Americans interested in advancing in the medical field
- Counsel clients about medical career options, provide guidance about college and program selection, assist with financial planning, and give overall support for student success
- Respond to program inquiries
- Review client applications, interview potential clients, and select tuition assistance recipients in accordance with various funding requirements
- Connect clients to Nursing Assistant Training, College Readiness Academy, TEAS Prep classes, Biology support classes, Phlebotomy support classes, college nursing programs, and other medical career programs
- Track client data and progress toward program outcomes on MCA database and other databases as required by funders (Excel, CRM, Workforce One), keeping files and data current
- Give MCA presentations to Nursing Assistant, College Readiness, and TEAS Prep classes

- Prepare and conduct financial literacy workshops for clients

- Identify gaps in student knowledge and develop supportive measures to help clients become successful
- Advocate for students, as needed
- Provide writing tutoring for clients using APA format and teach clients to recognize repeated errors in their writing
- Recruit volunteer nurse and math tutors, and connect tutors with clients in need of support
- Assist with quarterly and annual funding reports, and track project outcomes
- Work with Care Providers of Minnesota to award scholarships
- Partner with Saint Paul College nursing and phlebotomy programs and other college or community partners to enhance program and client success
- Meet with funders, as needed
- Attend IIM All Staff meetings and intradepartmental Medical Careers Pathway meetings
- Work required number of hours each year at annual Festival of Nations
- This person may have recurring access to vulnerable populations

To apply: Please submit resume and cover letter to Kate Raleigh at kraleigh@iimn.org or 1694 Como Avenue, St. Paul, MN 55108. No calls please. Position is open until filled.