



Job Title: Matching Grant Employment Counselor

Department: Refugee Services

Reports To: Director of Refugee Services

FLSA Status: Exempt, 1.0 FTE

Salary Range: \$42,000 - \$44,000

Prepared Date: 11/17/2021

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Purpose:

The MG Employment Counselor will work with clients in the Matching Grant program to provide employment services for refugees, asylees, and other eligible immigrants. Participants receive job counseling to find permanent employment in the Minneapolis-St. Paul area. This program is an accelerated employment program for highly motivated clients that offer a cash grant, housing, and transportation assistance as well as an intensive case management and employment counseling for six to eight months as an incentive for becoming employed and avoiding public assistance.

Duties and Responsibilities:

- Work with employable adults to attain employment goals, address barriers to employment, and identify and make use of appropriate community resources.
- Maintain detailed records of services provided in case files and case notes in CRM.
- Provide a wide variety of intensive orientation to the U.S. work culture, support, and referral and advocacy services to clients with a focus on helping clients achieve self-sufficiency.
- Teach weekly job club.
- Work with clients to create resume worksheets and resumes.
- Assist clients with opening bank accounts and offer orientation on the financial services
- Ensure that clients are able to arrive at work independently and on time.
- Network with employers to create job opportunities for refugee clients
- Plan and coordinate bi-monthly Institute employment team meetings.

- Plan and co-organize annual RES job fair.
- Attend weekly, monthly, and quarterly staff meetings
- Train and mentor newly hired employment staff.
- Other duties as assigned.

Requirements:

- Fully vaccinated for COVID-19
- Commitment to the human rights and general welfare of refugees, and immigrants.
- Undergraduate degree preferred but equivalent experience will be considered.
- Driver's license, insurance and car and willingness to use car to transport clients to job-related appointments.
- Preference to applicants who speak Pashto, Dari, Arabic, Kiswahili, French, Oromo, Amharic or Somali fluently.
- Knowledge of the Twin Cities' job market, hiring trends, and application procedures.
- Experience working with immigrants preferred.
- Excellent written and oral communication skills.
- Highly organized and able to handle multiple projects simultaneously.
- Skilled in problem solving and able to independently address issues as they arise.
- Contacts in the human resources field helpful.
- Proven oral and written communication skills, including negotiation and problem solving.
- Experience with Microsoft Office applications.

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Rachel Lee via email at rlee@iimn.org. Position open until filled. No phone calls or walk-ins please.