



Job Title: Navigator for Internationally Trained Professionals (MCA-ITP Navigator)

Department: Medical Career Advancement (MCA)

Reports To: MCA Manager

FLSA Status: 1.0 FTE

Salary Range: \$44,000 - \$47,000

Prepared Date: 06/21/22

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 MCA-ITP Navigator works within MCA as part of the Medical Careers Pathway at the International Institute of Minnesota. MCA-ITP offers academic and career guidance, wrap-around support, and financial assistance to internationally trained healthcare professionals as they pursue licensure as nurses in the U.S. or in obtaining alternate medical careers. The MCA-ITP Navigator will manage a caseload of 40 clients over the first year of the grant, working 1:1 with clients. The MCA-ITP Navigator approves applicants for financial assistance and facilitates disbursement of funding for nursing licensure exam fees, exam preparation programs, and for tuition assistance for alternate medical careers. The MCA-ITP Navigator provides career counseling, academic advising, college navigation, and employment support. The MCA-ITP Navigator offers employment services at both the entry level and at higher levels after graduation or licensure. The MCA-ITP Navigator is responsible for client management, outcome tracking, and data entry. The MCA-ITP Navigator shares with other MCA Staff the responsibility of recruitment, outreach and relationship-building with healthcare employer partners and education partners, volunteer and mentor recruitment, and report writing.

Duties and Responsibilities:

- Provide case management for Internationally Trained Healthcare Professionals preparing to relicensure as nurses or for alternate careers 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 and determine client eligibility

- Review client applications, interview potential clients, enroll clients in the MCA-ITP program, and provide clients with financial assistance according to funding requirements
- Connect clients to entry-level, mid-level, and higher-level positions in the medical field, refer clients to college nursing programs and other medical career training programs
- Track client data and progress toward program outcomes on MCA database and other databases using Excel and CRM, and keep files and data current
- Assist with quarterly and annual reports
- Give MCA-ITP presentations as needed
- Identify gaps in student knowledge and develop supportive measures to help clients become successful
- Advocate for clients at institutions of higher learning and places of employment
- Recruit mentors from employer partners and connect mentors with MCA-ITP clients
- Assist clients with employment-related tasks such as resume and cover letter writing, provide referrals to employer partners, and write letters of recommendation
- Partner with education and employment partners to enhance program and client success
- Attend IIM All Staff meetings, IIM Employment meetings, MCA meetings, and DEED / ITP grantee meetings
- This person may have recurring access to vulnerable populations

Requirements:

- Fully vaccinated for COVID-19
- Demonstrated commitment to the International Institute of Minnesota mission and vision
- 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 College academic advising
 - o Career counseling
 - o Higher education medical career training programs
 - o Internationally Trained Healthcare Professionals
- Knowledge of local community resources
- Professional oral and written communication skills including public speaking, negotiation, and problem-solving skills
- Self-starter/ability to work independently
- Encouraging of others and passionate about others' self-actualization
- Excellent organizational skills including the ability to create systems to keep information in order, track outcomes, and report data easily
- Creative thinker who can find new solutions to existing barriers
- Team player

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:

Please submit resume and cover letter to Brooke Anttila at banttila@iimn.org. Former refugees, New Americans, and people of color are highly encouraged to apply. No phone calls or walk-ins please.