



INTERNATIONAL INSTITUTE
of Minnesota

Position: Employment Counselor

Department: Refugee Services

Reports To: Rachel Lee, Director of Refugee Services

FLSA Status: Full-time, Exempt

Salary: \$48,000

Updated: 9/9/2022

Description:

The Employment Counselor will work with clients in the Refugee Employment Services (RES) program to provide employment services to refugees, asylees, and other eligible immigrants who have been in the U.S. for less than five years. Participants will receive intensive job counseling in order to find permanent employment in the Minneapolis-St. Paul metro area. The RES employment counselor will work with newcomers to overcome obstacles related to finding employment, provide resources and guidance to secure employment, and offer ongoing job counseling to improve job skills and increase earning power.

Duties:

- Work with employable adults to attain employment goals, address barriers to employment, and identify and make use of appropriate community resources.
- Provide a wide variety of intensive orientation, support, referral, and advocacy services to newly-arrived refugees, asylees, and trafficking survivors with a focus on economic self-sufficiency.
- Provide client transportation to job interviews, job orientation, and first day of work.
- Maintain detailed case notes and records of services provided.
- Enter information into State of Minnesota's Resettlement Programs Office (RPO) database.
- Travel to RPO-designated Hubs to provide services.
- Attend quarterly and monthly meetings with other RPO-funded employment counselors.
- Attend required IIM staff meetings.
- Network with employers to create job opportunities for refugee clients.
- Train and supervise 1-2 volunteer interns per semester.
- Other duties as assigned.

Experience and Qualifications:

- Fully Vaccinated for COVID-19
- Commitment to the human rights and general welfare of asylum seekers, refugees, and immigrants.
- Experience working with refugees and immigrants or other cross-cultural experience.
- Must be capable of working in a fast-paced, multicultural office environment, take initiative, and be able to handle and prioritize multiple clients at once.
- Undergraduate degree preferred but equivalent experience will be considered.

- Valid driver's license, insurance, and access to own transportation required. Must be willing to transport clients in your vehicle.
- Demonstrated attention to detail.
- Excellent written and oral communication skills.
- Ability to speak a second language such as Arabic, Amharic, French, Kiswahili, Pashto, Ukrainian or Somali preferred.
- Ability to find balance between case management, employment counseling, and job development.

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.