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**Job Title:** Medical Career Advancement (MCA) Navigator

**Department:** MCA

**Reports To:** MCA Manager

**FLSA Status:** 1.0 FTE

**Salary Range:** \$47,000 - \$50,000

**Prepared Date:** 09/09/22

**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 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 applicants for partial tuition assistance and facilitates disbursement of funding to colleges. The Navigator provides academic advising and college navigation. The Navigator provides academic writing tutoring, arranges for nursing and NCLEX tutoring, and offers employment services after graduation and licensure. The Navigator is responsible for client management, outcome tracking and data entry. The Navigator shares with other MCA Staff the responsibility of recruitment, outreach and relationship-building with education and employment partners, volunteer recruitment, and report writing.

**Duties and Responsibilities:**

- Provide educational case management for New Americans 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, college nursing programs, and other medical career training 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 clients at institutions of higher learning or places of employment, 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 clients with employment-related tasks such as resume and cover letter writing, provide referrals to employer partners, and write letters of recommendation
- Track project outcomes and assist with quarterly and annual funding reports
- Partner with community college nursing programs and other community and employment partners to enhance program and client success
- Meet with funders, as needed
- Attend IIM All Staff meetings, IIM Employment meetings, and MCA 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 or equivalent work experience
- Proven oral and written communication skills, including negotiation and problem solving
- Self-starter/ability to work independently
- Experience working with New Americans and non-native speakers of English
- Excellent organizational skills with the ability to handle multiple projects simultaneously
- 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
- Knowledge of local community resources
- Attention to detail

**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](mailto:banttila@iimn.org). Former refugees, New Americans, and people of color are highly encouraged to apply. No phone calls or walk-ins please.