Want to work with us? We are Hiring!

The Minnesota Indian Women’s Resource Center staff seeks to assist American Indian women and their families in utilizing their own cultural values and strengths to retake ownership of their lives, providing necessary resources and guidance along the way.

**JOB SUMMARY:** The Life Skills Parenting Worker will provide individual and group mentoring of life and parenting skills, goal planning, safety planning.

**QUALIFICATIONS:**
- Bachelor’s degree in human services or related field preferred.
- At least 2 years’ experience working with American Indian families in social services or other related field with a specific focus in child welfare issues.
- 1 year experience working with families in child protection preferred.
- Knowledgeable in the Indian Child Welfare Act and the Minnesota Indian Preservation Act is preferred.
- Knowledgeable in the current social services systems.
- Knowledge of MS office and basic computer use skills.

**Other Qualifications:**
- Valid Driver’s License with a satisfactory driving record.
- Must have own vehicle and be willing to transport as needed.
- Must have no current problem related to alcohol or drug use.
- Must submit to DHS Criminal Background Study.

**Demonstrated ability to:**
- Maintain highly confidential and sensitive information.
- Ability to exemplify professional conduct and ethical standards.
- Provide effective communication: interpersonal and listening skills with clients and staff.
- Work in a cooperative team relationship with MIWRC agency staff, and other agencies to coordinate client services and programming.
- Perform at a highly multi-tasking position and maintain professionalism under stressful situations.

**DUTIES AND RESPONSIBILITIES:**
- Provide individual and group mentoring of life and parenting skills, goal planning, safety planning.
- Work with peers and other agencies to host annual 3 day workshops.
- Support a caseload of 15 families per year; client services will be delivered in the various settings.
- Facilitate weekly or biweekly parenting group.
- Maintain client case documentation and grant activity documentation.
- Provide client transportation when needed.
- Respond to other duties as assigned by the supervisor.

**REPORTING AND SUPERVISORY RESPONSIBILITIES:**
The Life Skills Parenting Worker reports directly to the Vice President of Operations and has no supervisory responsibilities.

**JOB CLASSIFICATION:** Regular; Full-time; Salaried; Exempt
SALARY: Low $40,000s
HOW TO APPLY: Send Resume and cover letter to Sue Kincade Jourdain, H.R. Director, hr@miwrc.org, Minnesota Indian Women’s Resource Center, 2300 - 15th Avenue South, Minneapolis, MN 55404; 612-728-2000; fax 612-728-2039.

Visit www.miwrc.org to learn more about us.

Equal Opportunity Employer