



CAREER OPPORTUNITY

Job Title: MFIP Supervisor
Status: Salaried/Exempt; Regular; Full-time
Reports To: Director of MFIP
Location: 505 15th Ave S, Mpls, MN 55454

ABOUT EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to EMERGE and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but also receive proper training to establish careers.

Position Summary

This position is responsible for supervising, coordinating, and providing employment services for Minnesota Family Investment Program participants. This position is responsible for supervising a minimum of three MFIP direct service staff and demonstrating a working knowledge of and ability to perform comprehensive services for persons reentering the labor market.

General Responsibilities

Directly supervise MFIP staff, program volunteers and interns, providing effective evaluation, development and support. Perform comprehensive services for persons reentering the labor market to include: assessments, educational and career coaching and laddering, connection to internal and external supportive services, traditional & non-traditional job placement, facilitation of intake, workplace interventions, and general case management duties (advocacy, referrals, documentation/reporting of all activities and client outcomes in case files and database systems) *

Directly provide the following services to a caseload of participants: intake; needs/goals/strengths assessment; counseling, training, and coordination with partners; employment and education/training; and job retention/advancement services. *

Coordinate and connect staff and participants with job, training/education, and financial education opportunities, internal and external opportunities.

Facilitate key coaching and on-the-job training to enhance the development of marketable work skills, successful work habits, and participant-directed self-sufficiency goals.

Qualifications

Related experience and/or education equivalent to two years (AA Degree or higher preferred but not required)

Two years of work experience in employment & training, human services, and/or MFIP preferred.

Two years of supervisory experience in social/human services preferred.

GCDF certification preferred.

Effective verbal and written communications skills.

Ability to be creative and flexible in responding to changing priorities and emerging needs.

Ability to manage time effectively, prioritize and meet deadlines.

Ability to work independently and with limited supervision.

Ability to identify and analyze problems; develop and carry out effective courses of actions.

Must be able to work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion.

Ability to coach and support participants in enrolling and completing education/training and/or obtaining and retaining full-time employment.

Skilled in the use of Microsoft Office and database applications.

Knowledge and sensitivity to psychosocial, economic and physical conditions affecting MFIP participants.

Ability to travel between multiple agency locations.

Valid MN Drivers' License, access to reliable transportation, and ability to meet agency's driving requirements

How to Apply

Please send resumes and cover letters to:

humanresources@EMERGE-mn.org

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices

1179 15th Ave SE, Minneapolis, MN 55414

www.EMERGE-mn.org

EMERGE is an Affirmative Action/Equal Opportunity Employer