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| **Position Title** | Relationship Guidance Specialist |
| **Reports to** | Honoring Fatherhood Manager |
| **Location** | Denver Indian Center, Inc. 4407 Morrison Road Denver, CO 80217 |
| **DICI Mission** | Empowering our Youth, Families, and Community through Self-Determination, Cultural Identity, and Education |
| **Position Summary** | The FEP Relationship Guidance Specialist is responsible to deliver high-quality and non-clinical individual coaching and group facilitation for participants in the Honoring Fatherhood Program (HFP). |
| **Supervisory Role** | No supervision of others |
| **Salary** | $46,000-$48,000 |

**Responsibilities**:

1. Assist with HFP recruitment efforts.
2. Share resource materials with participants and community members.
3. Conduct intake including eligibility determination.
4. Guide participants in the development of an Individualized Success Plan.
5. Prepare and present HFP participant presentations for team input.
6. Deliver coaching for the establishment of individualized goals in collaboration with participants.
7. Engage, educate, and support each participant in their chosen path for growth and development.
8. Determine program participants’ strengths and areas for improvement.
9. Facilitate workshops on Fatherhood, Healthy Relationships, and Economic Success.
10. Make appropriate referrals for necessary services to strengthen areas identified for improvement.
11. Monitor and support participants in achieving their career goal(s).
12. Conduct follow-up activities including participation in progress reviews with other collaborative partners.
13. Provide supportive services assistance and incentives for participants.
14. Work closely with other DICI staff and assist them when available and qualified.
15. Maintain a high level of professional ethics and standards.
16. Maintain strict confidentiality of all DICI records and proprietary information.
17. Adhere to all DICI guidelines (finance, personnel, and program); and
18. Adhere to all applicable federal, state, and local regulations and laws.
19. All other duties assigned.

**Educational Requirements:**

1. Master’s Degree in human services, education, or related field; and (preferred) or experience
2. Continued professional development to expand knowledge to stay current with developing trends related to work responsibilities.

**Experience, Knowledge, and Skills:**

1. At least four years of relevant experience providing education and support services including recruitment, engagement, screening, assessment, goal setting, and progress tracking.
2. Experience with facilitation/presentation for groups including following curricula (to fidelity);
3. Experience advocating for community members accessing community resources.
4. Experience working with American Indians, Alaska Natives, and/or Native Hawaiian people.
5. Foundational knowledge of teaching, counseling, and coaching techniques.
6. Ability to work across organizations in a collaborative manner.
7. Ability to guide participants to both identify and obtain resources.
8. Computer fluency with office equipment, Microsoft Office Suite, and database systems;
9. Self-directed and motivated with strong organizational, systematic, and orderly abilities including high attention to detail; and
10. Excellent communication skills including the ability to develop and deliver both oral and written presentations.

**Other requirements:**

1. A current/valid driver’s license.
2. Ability to be placed on DICI insurance.
3. A clean criminal background check.
4. Ability to pass a drug screen.
5. A current CPR/First Aid certificate.
6. Willing to work a flexible schedule, including evenings and weekends; and
7. Ability to lift 20 lbs. (for example set up and break down tables).

**Instructions:** Submit your cover letter and resume to [information@denverindiancenter.org](mailto:information@denverindiancenter.org) with the subject line “Relationship Guidance Specialist”

**Position Announcement Date:** 1 August 2023

**Position Application Deadline:** This position will remain open until filled.

**Employee Signature:**

I hereby certify that I have reviewed the position description and agree to perform the responsibilities described therein. I understand that DICI may make modifications, additions, or deletions to this position description at any time.

Employee Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date Received by HR for file |  |