

Position Title: Career Guidance Specialist

Reports to: NWP Manager

Location: Denver Indian Center, Inc. 4407 Morrison Road
Denver, Colorado 80219 must be able to be onsite during business hours unless travel/appointments.

DICI Mission: Empowering our Youth, Families and Community through Self-Determination, Cultural Identity and Education

Position Summary: The NWP's Career Guidance Specialist is responsible for assisting program participants in becoming job and career ready and employed.

Supervisory Responsibilities: This position will not directly supervise any staff but may oversee interns and volunteers.

Salary: \$45,000-\$48,000 depending on experience and skills

Responsibilities:

1. Provide excellent customer service for all community members utilizing DICI programs and facilities including sharing information about the NWP and the DICI, if necessary.
2. Assist in recruitment efforts of the NWP; travel may be required 25% of time.
3. Conduct individualized assessment and intake for program participants to determine "fit" with desired employment and the Native Workforce Program.
4. Assist program participants to continually develop job search knowledge and skills including resume preparation, job search, and computer (software) usage, to name a few.
5. Assist program participants to learn and incorporate soft skills (job preparation like dress for success and interview skills) and knowledge.
6. Maintain current job opportunity resource materials including posting on bulletin boards, website(s) and database(s) for sharing with program participants, partners and professionals.
7. Assist program participants in the development of an individualized employment plan (IEP);
8. Responsible for keeping accurate and timely documentation of all services provided.
9. Responsible for entering accurate and timely data into the NWP information management system.
10. Work closely with other NWP employees and assist them when available and qualified.
11. Work with other DICI employees, when necessary to assist other areas of the Denver Indian Center
12. Delivered services in a timely manner, efficiently, and effectively and are documented appropriately.
13. Maintain strict confidentiality of all DICI records and proprietary information.
14. Adhere to DICI and NWP financial guidelines (manual);
15. Adhere to all applicable federal, state, local, DICI and program guidelines (regulations and laws).
16. Adhere to DICI personnel guidelines (manual); and
17. Maintain a high level of professional ethics and standards.
18. Efficient in Microsoft Office applications and databases.

(cont. pg.2)

Educational Requirements:

1. Associate degree/Bachelor's degree in business and/or human services, preferred); and/or equivalent experience will be considered.
2. Continued professional development to expand knowledge to stay current with developing trends related to work responsibilities.

Experience, Knowledge, and Skills:

1. Experience working with American Indian/Alaska Native people.
2. Knowledge of American Indian culture; (Preferred)
3. Ability to speak Spanish and English fluently (Preferred)
4. Computer proficiency with office equipment, Microsoft Office Suite, and database systems.
5. Knowledge of job search skills development, job placement, and job retention);
6. Knowledge of individual assessments.
7. Knowledge of job coaching.
8. Knowledge of labor market analysis.
9. Self-directed and motivated with strong organizational, systematic, and orderly abilities including a high attention to detail.
10. Ability to work effectively with DICI and program staff.
11. Ability to motivate program participants and to encourage successful completion of individual goals; and
12. Excellent communication skills including the ability to develop and deliver both oral and written presentations.
13. Multilingual is a plus, especially cultural languages.

Other requirements:

1. A current/valid driver's license and proof of insurance
2. A clean criminal background check
3. Ability to be placed on DICI insurance.

Instructions and Deadline: Submit cover letter and resume to the attention of Frances Ruiz, Native Workforce Program Manager, at frances@denverindiancenter.org