

2006-2007 AmeriCorps Service Position Abstracts Rise, Incorporated

1) Employment Specialist Aide – 1 Full Time

Increase the vocational and community employment opportunities for students with developmental disabilities. Basic Tasks: Supervise/job coach students at work site; attend school meetings; outreach. Preferred qualifications: Valid driver's license; able to drive a car and 15-passenger van.

Location: Rise/Chisago
13265 Sylvan Ave
Lindstrom, MN 55045

2) Housing Support Assistant – 1 Full Time

Provide mental health housing support program services that assist individuals living with psychiatric illnesses to live as independently as possible. Basic Tasks: Functions in an advocacy/support role to communicate client needs to the Rise housing team and comply with transitional housing plans to ensure stability and supports in community. Preferred requirements: Valid driver's license and access to reliable form of transportation, college and computer experience.

Location: Rise/ Chisago
13265 Sylvan Avenue
Lindstrom MN 55045

3) Employment Specialist Aide-Transportation – 1 Full Time

Assist in the transportation needs of our program participants and job follow-up services. Basic Tasks: Drive program participants to work, job interviews, and other places to help them increase their employment opportunities. Requirements: Valid driver's license; willing and able to drive a car and 15-passenger van; able to drive for long periods of time.

Location: Rise/Chisago
13265 Sylvan Ave.
Lindstrom, MN 55045

4) Employment Consultant – 1 Full-time and 2 Half-time

Provide a full range of employment services for persons with serious mental illness; including job readiness/pre-vocational, career planning, job coaching and job club, and transportation as needed. Preferred requirements: Knowledge of job seeking skills; experience with or knowledge of serious mental illnesses; valid driver's license; car or access to a car.

Location: Central MN Works
Midtown Square
3400 First St. N. #105
St Cloud, MN 56303

5) Case Manager Aide – 1 Full-time

Support people living with psychiatric illnesses to live as independently as possible. Preferred requirements: Able to serve a flexible schedule, including evenings if needed; able to lift 25 pounds on an occasional basis; minimum of 2 year college education; valid driver's license and car.

Location: Rise North
8406 Sunset Rd. NE
Spring Lake Park, MN 55432

6) Customized Employment Specialized (Transitions Program) - 1 Full-time and 1 Half-time

Help young adults achieve their goals when transitioning from high school to employment. Basic tasks include, resume writing, interviewing practice, job searches, contacting and meeting with prospective employers, facilitating job club as well as other needed trainings. Preferred qualifications: valid driver's license and access to reliable transportation, and enthusiasm to help others with varying disabilities.

Location: Rise North
8406 Sunset Road NE
Spring Lake Park, MN 55432

7) Customized Employment Specialist – 1 Full-time and 1 Half-time

Be a part of a team that assists people with developmental disabilities find employment in their communities. Play an active role in the job development process by creating personal narratives and promoting the skills of a person seeking employment, contacting perspective employers, and providing on the job training. We are seeking an AmeriCorps member who is willing to advocate for community inclusion of all persons with developmental disabilities. Requirements- dependable car, excellent problem solving skills, self-motivated, and willing to learn.

Location: Rise Central
2003 Central Ave NE
Minneapolis, MN 55418 *(will work with participants at various Rise sites throughout the Twin Cities Metro Area)*

8) Employment Specialist Aide – 2 Full-time

Assists persons with serious and persistent mental illness to obtain and maintain employment in community setting. Basic Tasks: Supervision/job coaching of program participants at work site; job searching; employment resources. Preferred requirements: Able to lift 25 pounds; able to sit at computer for long periods of time; valid driver's license and car.

Location: Rise North
8406 Sunset Rd. NE
Spring Lake Park, MN 55432

Rise Central
2003 Central Ave. NE
Minneapolis, MN 55418

9) MFIP Aide – 4 Full-time & 3 Half-time

Assist MFIP recipients with support services designed to secure competitive employment and develop self-sufficiency. Basic Tasks: job searching; resume writing, practice interviews, bus training, job clubs, job follow-up, job-coaching and facilitating a functional work English program.

Preferred Qualifications: Experience with refugees; two-year college experience; valid driver's license and access to reliable form of transportation.

Location: Rise Pathways
2110 Nicollet Ave. S.
Minneapolis, MN 55408

10) I-Team Employment Assistant – 3 Full-time

Assist unemployed individuals with disabilities or other barriers secure employment. These clients do not qualify for employment services through Rise, because they do not meet specific criteria. This is a position for someone who is a free and independent thinker, and who has the desire to put his/her ideas into action. Basic tasks include, resume writing, interviewing practice, job searches, contacting and meeting with prospective employers as well as any other ideas you bring to the table. Preferred qualifications: At least one year of experience working with people with disabilities; excellent problem-solving skills; able to work as part of a self-directed team and also independently.

Location: Rise Central
2003 Central Avenue NE
Minneapolis MN 55418

11) Community Projects Coordinator – 1 Part-time

Organize and participate in both ongoing and one-time Community Service Projects for members that align with the *Work in Progress*' performance measures. Make connections with community organizations where projects will take place, develop and maintain a volunteer data base. Develop a WIP Newsletter to publish and distribute monthly to all corps members. Preferred qualifications: minimum 2 years college experience; able to work independently; excellent communication skills, previous experience with community service or AmeriCorps strongly preferred.

Location: Rise Central
2003 Central Ave NE
Minneapolis, MN 55418

2006-2007 AmeriCorps Service Position Abstracts Kaposia, Inc

1) Job Developer Assistant- 1 Part- time

Develop jobs that meet the desired employment outcomes of participants by marketing company services and job seekers to current and potential customers, continuously prospecting and analyzing the business community and job market, and promoting the services of Kaposia, Inc at job fairs, civic and community events and trade associations. Provide individualized support and training to program participants with disabilities. Preferred qualifications: valid driver's license and access to reliable form of transportation.

Location: Kaposia, Inc
380 East Lafayette Freeway South
St. Paul MN 55107

2) Community Support Aide- 1 Full- time

Work with team members and consumers in planning and scheduling in-center and community leisure/recreational activities for our consumers who are enjoying the retirement aspect of their lives. Implement, supervise and assist with planned activities/outings. Preferred qualifications: valid driver's license and reliable form of transportation.

Location: Hennepin Services
7000 57th Avenue North
Crystal, MN 55428

3) **Job Coach and Retention Assistant- 1 Full-time**

Assist program participants with disabilities in obtaining, maintaining and advancing in employment by providing initial training and support services. Work cooperatively with support team in the job development process and serve as a resource to school personnel, families, individuals with disabilities, and the business community. Preferred qualifications: Valid driver's license, clean driving record, access to reliable form of transportation, Spanish language skills.

Location: Kaposia Inc
380 East Lafayette Freeway South
St. Paul MN 55107

2006-2007 AmeriCorps Service Position Abstracts Lifetrack Resources

1) **Training Assistant/CAREER Program – 2 Half-time**

Assist in providing employment skills training to refugees and immigrant program participants. Basic Tasks: Classroom assistance, job coaching, resume writing, researching job leads. Requirements: Ability to speak Somali or other language strongly preferred.

Location: Lifetrack Resources
709 University Ave
St. Paul, MN 55104

2) **Community Employment Assistant – 1 Half-time**

Assist a variety of job seekers with disabilities, including immigrants with language barriers, in preparing for, obtaining and maintaining employment in the community. Basic Tasks: Practice interviews, job coaching, resume writing. Preferred requirements: Ability to speak Spanish a plus, Valid driver's license.

Location: Lifetrack Resources
709 University Ave.
St. Paul, MN 55104

3) **Resource Room Assistant – 2 Full-time**

Help job seekers in the Lifetrack Resources Job Search Center.

Basic Tasks: Internet searches, resume writing, computer training. Requirements: Computer experience and excellent customer service skills.

Location: Lifetrack Resources (1 Full-time)	Lifetrack Resources (1 Full Time)
709 University Ave.	2001 Central Ave. NE
St. Paul, MN 55104	Minneapolis, MN 55418

4) **Job Coach & Retention Assistant – 1 Full-time**

Assist recipients of public assistance in maintaining and advancing in employment.

Preferred requirements: Experience working with and/or understanding of effects of poverty and family system; valid driver's license, ability to communicate with a variety of people; computer experience.

Location: Lifetrack Resources
709 University Ave
St. Paul, MN 55104

2005-2006 AmeriCorps Service Position Abstracts

AccessAbility

1) Leisure Exploration and Horticulture Classroom Assistant – 1 Full-time & 1 Half-time

Provide direct care to consumers with disabilities in Friends Together and Everyday Life Experiences programs. Assist team members and consumers in planning, scheduling and implementing in-center and community leisure and recreational activities like gardening and classroom activities. Preferred requirements: Clean driving record; ability to lift 50 pounds.

Location: AccessAbility, Inc.

360 Hoover Street NE

Minneapolis, MN 55413

2) Welfare Case Management Aide – 2 Full-time

Under the supervision of the MFIP/EE Manager, provide counseling, support services and other career related planning leading to self-sufficiency to MFIP participants (many new immigrants and refugees). Preferred requirements: Must have reliable form of transportation and willingness to learn about other cultures.

Location: AccessAbility, Inc.

360 Hoover Street NE

Minneapolis, MN 55413

3) Welfare/EE Job Placement Specialist – 1 Full-time

Under the supervision of the MFIP / EE Manager, provide job placement, support services and other career related planning that leads to self-sufficiency for program participants and to achieve grant outcomes. Requirements: Show ability to think for self, readiness and courage when making decisions and recommendations. Be a self-starter and team player. Preferred requirements: Reliable form of transportation.

Location: AccessAbility, Inc.

360 Hoover Street NE

Minneapolis, MN 55413

4) Seniors Activity Assistant – 1 Full-time

Provide direct care of consumers in the seniors aspect of our Accessing Community Experiences program. Work with team members and consumers in planning and scheduling in-center and community leisure/recreational activities for our consumers who are enjoying the retirement aspect of their lives. Implement planned activities/outings while assisting and supervising program participants. Preferred requirements: Clean driving record.

Location: AccessAbility, Inc.

360 Hoover Street NE

Minneapolis, MN 55413

2005-2006 AmeriCorps Service Position Abstracts Opportunity Partners

1) Golden Opportunities for Seniors – 1 Half-time

Golden Opportunity's Community Integration Coordinator will interview senior clients and determine interests and possible community activities, which offer our senior clients integration with other seniors in the area. Member will assist clients in accessing these activities and make modifications as needed. Travel and client transport required. Preferred qualifications: Must be able to assist clients with sitting, standing, walking; must be able to push a wheelchair; experience working with older adults a plus; excellent communication skills both verbal and written; passion for assisting older adults in achieving their retirement wishes and ability to display enthusiasm while doing so; valid driver's license and a reliable vehicle.

Location: Opportunity Partners
5500 Opportunity Court
Minnetonka, MN 55343

2) Improving My Skills- Job Training Specialist Workforce Center & EE Job Training and Community Integration Specialist – 1 Full-time

This position will be multifaceted to include many areas of service within our organization. The areas will include, but are not limited, to those listed below.

- Assist clients with various disabilities, including mental health issues in learning new skills, including computer skills, community integration skills and possibly develop classes to help address issues shared by the group, such as personal hygiene and interpersonal relations.
- Assist clients who are in workshops or community-based employment improve their work skills.
- Assist clients with obtaining new skills which will also help them with their vocational goals. These may include evaluations and training such as clerical assessments and computer training.
- Organize activities such as group outings, art and craft activities, age appropriate activities, such as senior dining for our senior clients.

Preferred qualifications: Valid driver's license and a reliable vehicle; ability to travel between sites; good driving record; must be willing to transport clients in own vehicle or company vehicle if available; must be comfortable working with people with Mental Illness; have knowledge of basic computer/word processing skills to teach to clients who want this as an outcome; good interpersonal, communication and writing skills; able to develop and maintain positive relationships with individuals from all areas of the company; ability to think analytically; well organized; flexible; innovative and creative.

Location: Work Force Centers
4220 W. Old Shakopee Rd
Suite 200
Bloomington, MN 55437

Opportunity Partners
5500 Opportunity Court
Minnetonka, MN 55434

3) Welfare to Work Clients Employment Mentor – 2 Full-time

This position is multifaceted to provide supports to people in poverty utilizing welfare benefits within Hennepin County. The member will assist clients (including new immigrants and refugees) so they can secure stable employment in order to create economic stability and discontinuation of benefits. The member needs to have the following skills for this position:

1. Cooperative spirit to adhere to an employment plan and communicate with counselor about case progress or required supports.
2. Ability to develop relationships with the clients which are based on trust and forward movement of skills and employment acquisition.
3. Ability to use many resources including the internet and workforce centers to secure job leads that are person specific.
4. Ability to teach/cue/or mentor through an application and interview with employers.
5. Ability to coach or train individuals working in the community so they can retain jobs or more independent employment.

Preferred Qualifications: Valid driver's license and a reliable vehicle; ability to travel between site; good driving record; good interpersonal, communication and writing skills; able to develop and maintain positive relationships with individuals of diverse backgrounds from all areas of the company; ability to think analytically; well organized; flexible; innovative and creative.

Location: Lake Harriet Office
4302 Bryant Ave. S.
Minneapolis, MN 55408

4) Job Development Support- 1 Part- time

One-to-one client advising: Assist Opportunity Partners Job Developers as they work with current and new clients in identifying skills and finding jobs. Basic tasks: researching and contacting area employers, looking for job leads, performing mock interviews, participating in a peer mentoring program and teaching resume and application skills. Preferred qualifications, computer and internet skills, valid driver's license, ability to travel between sites and access to reliable form of transportation.

Location: Opportunity Partners Minnetonka
5500 Opportunity Court
Minnetonka MN 55434