



## DIVISION OF INDIAN WORK

### JOB POSTING

**Position: Family Violence Prevention Program  
Part-time Counselor/Educator**

**General Description:** The Counselor/Educator provides services to family violence victims and perpetrators. Services may be provided through one-on-one counseling, group work, phone crisis counseling, information and referral to other appropriate community programs, using a case management model. The Division of Indian Work provides culturally based support systems to American Indian youth and families, encouraging educational, psychological, social and spiritual growth in a multi-cultural urban environment.

#### **Responsibilities:**

In carrying out the philosophy, goals and policies established by the Division of Indian Work Board of Directors, the Counselor/Educator will be responsible for:

- A. Program
  - 1. Services to be provided may include:
    - a. Intake
    - b. Advocacy, both personal and legal
    - c. Counseling and education
    - d. Crisis phone counseling
    - e. Group work
    - f. Primary responsibility for maintaining a client caseload
    - g. Assessment and case plan development
    - h. Provide information and referrals
    - i. Assist in training interns.
    - j. Work cooperatively with other staff in order to best serve clients/program participants.
    - k. Network with other similar programs/agencies in order to increase access to a wide array of services for American Indian parents.
  - 2. Data collection--maintain appropriate statistical data:
    - a. for case management
    - b. for funding purposes
    - c. for billing/invoicing purposes
    - d. for progress reports

3. Attend DIW staff meetings and attend supervision and team meetings

**B. Public Relations**

1. Prepare articles and/or other written materials for media as directed.
2. Participate in community education on family violence issues
3. Participate in appropriate community task forces and/or committees as approved by the Director of Programs

**Qualifications:**

1. Four-year degree in Social Work or related field plus 2 years experience.
2. Knowledge of and sensitivity to American Indian people and culture.
3. Excellent communication skills, both verbal and written.
4. Must be flexible in varied working situations.
5. Must be able to model violence free behavior
6. Must have a valid Minnesota Driver's License and a vehicle for work.
7. Ability to sit for up to 1 hour(s) and to occasionally lift up to 20 pounds.

**BENEFITS:**

This is a part-time non-exempt position, which includes vacation, sick leave and other benefits as provided by the Division of Indian Work.

Salary: DOQ

**Email resume and cover letter to Program Director Shashana Craft at [scraft@diw-mn.org](mailto:scraft@diw-mn.org)**

The Division of Indian Work has a diverse work environment which we sought and desire. As such, we are an Affirmative Action/Equal Opportunity Employer.