



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Parent Liaison

Department: System of Care Expansion Planning Grant, Department of Spiritual and Emotional Wellness

Reports To: System of Care Program Manager

FLSA: Part-time, Temporary

Salary Level: Negotiable

About AIHFS: Founded in 1978, American Indian Health and Family Services of Southeastern Michigan-Minobinmaadziwin (AIHFS) is a non-profit ambulatory health center providing quality, culturally integrated, behavioral health counseling and medical and preventative dental care. All AIHFS programs integrate traditional Native American healing and spiritual practices with contemporary western medicine in both treatment and prevention. AIHFS's mission is to enhance the physical, spiritual, emotional and mental well-being of Native American families and other underserved populations in Southeast Michigan.

Essential Duties and Responsibilities:

- Attend Expansion Planning Team meetings and provide input on the design and planning of the system of care.
- Attend Advisory Council meetings and report on progress of expansion planning meetings.
- Encourage other community members to participate.
- Serve as the family member representative on the Expansion Planning Team.
- Assess and report back on the training needs of the staff, the community, and the families in regards to the wraparound process.
- Provide input on the planning of the system of care model to ensure that collaboration at all levels of home and community care for children are met.
- Will advocate that planning is addressed in the context of family's strengths, needs, culture, beliefs and environment and that the family is the center of the care coordination process.
- Promote an alcohol, tobacco and drug free lifestyle.
- Effectively present information in one-on-one and small group situations to community members, clients, and other members of the SOC.
- Maintain a flexible schedule, including evenings, weekends and overnight or extended travel as necessary to attend expansion planning meetings and Advisory Council meetings.
- Performs other duties as assigned.

Qualifications:

- Parent/Guardian of school-aged child.
- Must be able to perform each essential duty satisfactorily.
- Familiarity and experience in working with the Native American community at a local level.
- Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community.
- Ability to work with other racially, culturally, and ethnically diverse populations.
- Reasonable qualifications may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High School Diploma or General Education Degree (GED) preferred but not necessary to apply. Current MI driver's license, license must be kept current and consistent with State regulations.

Travel: Will need to travel to the expansion planning meetings and advisory council meetings.

Hours per week: 8-10 per week

How to apply: Send cover letter (include the position you are applying for, a summary of your skills and qualifications for position), minimum salary requirement, resume and a list of three professional references with contact information to:

Email: hr@aihfs.org

Mail: American Indian Health and Family Services of Southeastern Michigan, Inc.

Attn: HR

P.O. Box 810

Dearborn, MI 48121

Fax: (313) 846-0150

No phone calls please. Only applicants being considered for interview will be contacted.

American Indian Health and Family Services of Southeastern Michigan, Inc. is an equal opportunity employer committed to a diverse, multicultural work environment. Preference in hiring is given to qualified Native Americans in accordance within the scope of the Indian Preference Act (Title 25, US Code); all applicants will receive equal consideration. All potential hires are subject to a criminal background investigation and must pass drug and alcohol testing upon employment and random testing during the course of employment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.