

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Case Manager

PROGRAM: Child Care

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street

RATE: \$14.00 - \$16.23 / per hour DOE

HOURS: 40 hours per week

OPENING DATE: Immediately

CLOSING DATE: Open until filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form located at www.hrdc7.org along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Functional Title: Case Manager
Program: Child Care
Supervisor: Program Manager
Status: Non-Exempt

JOB SUMMARY

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Case Manager is delegated the responsibility for determining Best Beginnings Scholarship eligibility for applicants seeking services and acting as a liaison between HRDC program parents, providers, staff and community resources. Processes Child Care Provider invoices monthly and in a timely manner, ensuring correct payment per service plans. Conducts quality assurance case file reviews.

MISSION OF THE ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen Families and Communities.

ESSENTIAL DUTIES

Management and Administration:

- Completes reports, monitors client attendance and scheduled activities utilizing sign in sheets, case notes, attendance records, and individual meeting in accordance with program requirements.
- Collects data, tracks client progress, and completes reports as required.

Financial:

Not applicable to this position.

Operations:

- Identifies the need for intervention, provides guidance and refers participants to available resources.
- Assesses participant's needs to develop action plans for achieving self-sufficiency.
- Facilitates program overviews.
- Serves as advocates for parents and child care providers.
- Participates in staff meetings, cases reviews, and file checks.
- Reviews monthly invoices and authorizes payments.
- Provides individual case management.

Compliance:

- Provides documentation and tracking data as required by program.
- Maintains individual parent and provider case files, including applications, income verification and case notes.

- Provides client data to reporting agencies as required.

Professional Development:

- Participates in staff meetings, team building, technical training, and 1:1 supervision meetings.

Community:

- Works closely with parents and child care providers to inform them of co-payments.
- Performs outreach to community and assists with completion of applications, when needed.
- Represents HRDC's Child Care Program at community meetings and events.

Goal Setting:

- Implements agency work plans at the program level to ensure achievement of set goals.

Innovation:

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

Additional Knowledge, Skills and Abilities:

- Integrates knowledge of budgeting and management experience into program operations.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Modeling an objective and non judgmental attitude.
- Nurtures, builds, and mentors employees to build a cohesive team.

MINIMUM QUALIFICATIONS

Annual Criminal Background checks and Child Protective Services checks are required.

Education and Experience:

Bachelor's Degree in Human Services preferred, or High School Diploma or HiSET and experience in human services related field, or equivalent combination of education and experience.

Licenses and/or Certifications:

Not applicable to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.