

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

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Program Support Assistant

PROGRAM: Child Care

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street

RATE: \$12.50 - \$14.00 / 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: Program Support Assistant
Program: Child Care
Supervisor: Program Supervisor
Status: Non-Exempt

JOB SUMMARY

Under the supervision of the Program Supervisor and in accordance with the direction and mission of District 7 HRDC, the Program Support Assistant is responsible for assisting the Child Care staff with various daily clerical functions, coordinate trainings for providers and guest presenters, enter stats into database system, as well as a range of duties pertaining to the Child Care Program. Works closely with parents and child care providers to inform them of HRDC services and other community resources.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community resources creating opportunities for success in HRDC's fourteen-county area. All HRDC activities focus on six 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:

- Track and maintain online registrations through the Early Childhood Project and STRIPE Account
- Keep record of activities and write reports regarding needs in the community.
- Compile and share information regarding community resources and organizations relevant to child care and early childhood education.
- Manage the use and maintenance of the Child Care vehicle. This includes: usage, reservations, mileage tracking, vehicle condition and arranging for monthly inspections and maintenance with the maintenance department as needed.

Financial:

Not applicable to this position.

Operations:

- Prepare folders for trainings which include handouts, sign-in sheets, and evaluation forms.
- Inventory and order forms from the Early Childhood Services Bureau when needed.
- Track number of Consumer Education materials on a monthly basis.
- Assist with the coordination of annual events, such as the Halloween Party, Early Childhood Collaboration Event, Play Date at the Zoo, etc.
- Execute and maintain planning process, due dates, and deadlines with Child Care newsletters, Provider Training Calendars, Annual Surveys and the Bulletin Board located in the lobby of the main building.
- Attend evening child care trainings as the 2nd on-site staff person. Sign in participants, prepare

certificates, enter class roster into Early Childhood Project's database and the agency's Central Database System (CDS).

- Coordinate trainings with guest presenters for child care providers by preparing and utilizing a Training Folder to sign up participants for trainings.
- Become familiar with the Early Childhood Project and Department of Public Health and Human Services websites to provide technical assistance to parents and child care providers.
- Assist parents in their search for quality child care for licensed child care providers by means of the referral process established by the Early Childhood Services Bureau.
- Cordially greet and assist clients; refer them to appropriate program or community resource.
- Answer telephones in a courteous and timely manner and direct calls to appropriate staff.

Compliance:

- Maintain confidentiality of all clients and staff.
- Provide documentation and tracking data as required by program.

Professional Development:

- Attend professional development activities.
- Participate in staff meetings, team building, technical training, and coaching.

Community:

- Work closely with parents and child care providers to inform them of HRDC services and other community resources.
- Develop rapport with individuals and agencies in the community

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.
- Models an objective and non-judgmental attitude.
- Nurtures, builds, and mentors employees to build a cohesive team.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Minimum qualifications are bachelor's degree in Human Services or relevant field plus 2 years' relevant experience, or equivalent combination of education and experience.

Licenses and/or Certifications:

The employee may be requested to drive locally, and to out-lying communities. Must possess a valid Montana Driver's License, proof of personal automobile insurance, and must meet insurability requirements for agency automobile insurance policy.

Other Skills and Abilities:

Strong organizational skills and the ability to work independently are required. The employee must have the ability to work with low-income disadvantaged people with an objective, non-judgmental attitude.

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.
