

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~EXTERNAL/INTERNAL~**

**POSITION:** Youth Employment & Training Case Manager

**PROGRAM:** Youth

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 3116 1<sup>st</sup> Avenue N

**RATE:** \$14.50 - \$16.23 /per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Until filled

**WORK SCHEDULE:** M-F 8:00 – 5:00

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

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

HRDC is an Equal Opportunity Employer

## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**Functional Title:** Case Manager  
**Program:** Youth Employment & Training  
**Supervisor:** Program Coordinator  
**Status:** Hourly

#### **JOB SUMMARY**

Under the supervision of the Program Coordinator and in accordance with the direction and mission of District 7 HRDC, the Case Manager is delegated the responsibility of enrolling and placing eligible youth to participate in HRDC's Youth Employment and Training Programs.

#### **MISSION OF 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 in accordance with program requirements.
- Collects data, and tracks client progress, as required for each program.
- Tracks Supportive Services expenditures and provides comprehensive program reports as required.

##### **Financial:**

- Prepares and reviews payroll reports for the finance office to ensure participant Payments.

##### **Operations:**

- Conducts assessments to identify the need for intervention, provides guidance, and refers participants to available resources.
- Develops action plans for achieving self-sufficiency.
- Assists youth in appropriate selection of paid work experience based on career interests and skill level.
- Facilitates group activities, program overviews, and assessments.
- Serves as youth advocate.
- Participates in staff meetings, cases reviews, and supervisory coaching.
- Reviews applications and determines program eligibility.
- Works with clients and worksites to develop job skills.

##### **Compliance:**

- Tracks data as required by program in agency wide and program specific data entry systems.

- Maintains individual youth case files, including applications, assessments, case notes, supportive services, and paid work experience as required by federal, state, and agency funding requirements.
- Provides client data to reporting agencies as required.

**Professional Development:**

- Participates in staff meetings, team building, technical training, and coaching.

**Community:**

- Works closely with participants, school officials, and community partners to identify and maintain worksite contacts in the community.
- Represents HRDC's Youth Employment and Training Programs 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 equivalent combination of education and experience. Experience working with youth ages 14 to 24 preferred.

**License and Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance, must meet insurability requirements for agency automobile insurance policy.

**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.

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