

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

**VACANCY ANNOUNCEMENT**

**~EXTERNAL/INTERNAL~**

**POSITION:** Outreach Liaison

**PROGRAM:** Child Care

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** \$15.43 - \$17.00 /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 DESCRPTION**

## **JOB DESCRIPTION**

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

**Functional Title:** Outreach Liaison  
**Program:** Child Care  
**Supervisor:** Program Manager  
**Status:** Non-Exempt

#### **JOB SUMMARY**

Under the supervision of the Case Manager Supervisor and in accordance with the direction and mission of District 7 HRDC, the Outreach Liaison is responsible for acting as a liaison between staff, child care providers, parents, and community partners. The Outreach Liaison attends community events and meetings to inform the public about HRDC services with a focus on child care.

#### **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, Carter, Custer, Fallon, Golden Valley, Musselshell, Powder River, Rosebud, Treasure, Stillwater, Sweet Grass, Wheatland 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:**

- Keeps records of activities and writes reports regarding needs in the community.
- Compiles and shares information regarding community resources and organizations relevant to child care and early childhood.

##### **Financial:**

Not applicable to this position.

##### **Operations:**

- Serves as advocate for parents and child care providers.
- Participates in staff meetings.

##### **Compliance:**

- Provides documentation and tracking data as required by program.

##### **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 HRDC services and other community resources.
- Performs outreach to communities in Region 7's fourteen county area.
- Assists with Child Care Department events.
- Represents HRDC's Child Care Program at community meetings and events.
- Develops rapport with individuals and agencies in the community.
- Attends community events and meetings to learn about community needs and share information about HRDC services

**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.
- Plan, develop, implement and evaluate outreach activities in various communities.

**Additional Knowledge, Skills and Abilities:**

- Must possess interpersonal and oral and written communication skills to establish and maintain effective working relationships with the general public, co-workers, and other business associates from diverse cultural and linguistic backgrounds.
- Ability to effectively provide information in a positive, informative and patient manner. Must display a caring, respectful and resilient attitude along with a willingness to adapt to change.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Demonstrates ability to solve problems creatively while out in the field
- Modeling an objective and non-judgmental attitude.
- Work with a diverse group in a way that is sensitive to the needs of individual cultures and disadvantaged populations.
- Knowledge of Community Resources.

## 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.

**Licenses and/or Certifications**

The employee will be required 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.

### **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.