

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

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Case Manager – Emergency Services

PROGRAM: Emergency Services

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street, Billings

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

HOURS: 40 hours per week

OPENING DATE: Immediately

CLOSING DATE: November 2, 2018

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: Emergency Services
Supervisor: Program Manager
Classification: Non-Exempt

JOB DESCRIPTION

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Emergency Services Case Manager is delegated the responsibility for assisting participants in the CoC Rapid Rehousing and Wheels For Work Programs.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community resources by 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.

RESPONSIBILITIES

Management and Administration:

- Completes reports as required for each program.
- Collects data, and tracks client progress, as required for each program

Operations:

- Assist participants with applications
- Conducts assessments to identify the need for intervention, provides guidance, and refers participants to available resources.
- Provide outreach for program awareness and recruitment.

Compliance:

- Enters and tracks data as required by each program.
- Maintains individual case files, including applications, assessments, case notes, and supportive services, as required by federal, state, and agency funding requirements.
- Provides client data to reporting agencies as required.

Professional Development:

- Attends professional development activities.
- Participates in staff meetings, team building, technical training, and coaching.

Community:

- Works closely with participants and community partners to identify resources.
- Represents HRDC at community meetings and events.

MINIMUM QUALIFICATIONS

Bachelor's degree (B.A.) in Human Services or related field, or a minimum of 2 years related experience, or equivalent combination of education and experience.

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.
