

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

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

<b>POSITION:</b>	Case Manager
<b>WHO MAY APPLY:</b>	All Qualified Individuals
<b>WORKSITE:</b>	3114 1 <sup>st</sup> Avenue North
<b>RATE:</b>	DOE
<b>DUTIES:</b>	See Job Description
<b>OPENING DATE:</b>	Immediately
<b>CLOSING DATE:</b>	Until Filled
<b>WORK SCHEDULE:</b>	8am – 5pm, Mon – Fri, some evening hours On call some weekends
<b>QUALIFICATIONS:</b>	See Job Description
<b>HOW TO APPLY:</b>	Submit Completed HRDC Application Form With Cover Letter and Current Resume 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:** Harmony House Transitional Living Program  
**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 assisting Harmony House Residents in becoming self-sufficient through assessing resident's strengths and needs, assisting them to set and attain goals in order to live independently. Must be available for On-Call Emergencies for residents on a rotating basis.

#### **Description 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.

#### **Case Manager Responsibilities**

##### **Management and Administration:**

- Provides individual and group case management with residents.
- Completes reports, monitors client attendance and scheduled activities in accordance with program requirements.
- Collects data, and tracks client progress, as required.

##### **Financial:**

- Assists residents with monthly budgeting and obtaining accounts for money management.
- Tracks Supportive Services expenditures and provide comprehensive program reports as required.
- Ensures all residents save a minimum of 30% of income used only for independent living after they exit the program.

##### **Operations:**

- Screens applications for program eligibility, suitability; interviews potential residents and completes assessments with residents upon entry.
- Assists participants with connections to community resources as needed.
- Facilitates group meetings, including Life Skills meetings and house meetings/dinners.

- Advocate for residents, providing moral support, progress reports during court proceedings, family group meetings with community organizations.

**Compliance:**

- Assists residents with creating and maintaining of Independent Living Plans.
- Completes weekly and monthly program reports and documentation.
- Maintains participant case files, including applications, assessments, case notes, supportive services as required by federal, state, and agency funding requirements.

**Professional Development:**

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

**Community:**

- Conducts program outreach with related community agencies.
- Maintains positive communication with community service providers and coordinate connection for mainstream benefits.
- Collaborates, coordinates and maintains on-going communication various community Organizations.

**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

## **MINIMUM QUALIFICATIONS**

**Additional Knowledge, Skills, and Abilities:**

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Modeling an objective and nonjudgmental attitude.
- Nurtures, builds, and mentors employees to build a cohesive teams.

**Education and Experience:**

Bachelor's degree in Human Services or related field. Two years of experience in case management or experience working with homeless youth ages 14-24 in a residential setting/program. Other combinations of experience and education which meet the minimum requirements may be substituted. Must have knowledge of homelessness issues among youth and preferred experience working with this population. Knowledge of Early Childhood Development also a plus.

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

### **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. Employee will be required to travel and transport residents to appointment/meetings. While performing the duties of this job, the employee is exposed to outside weather conditions prevalent at the time.

The facility is a maternity group home/transitional living program. Residents may have needs in the following areas: including but not limited to physical, sexual, and/or emotional abuse, alcohol/drug use, mental health issues, and problems with family dynamics. Employee must be able to handle crises and be empathetic towards those who are often in difficult circumstances.

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