

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

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** Client Advocate

**PROGRAM:** Pathways

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 501 North Center Avenue- Hardin

**RATE:** \$14 - \$16.23 / 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](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

**POSITION DESCRIPTION  
HUMAN RESOURCES DEVELOPMENT COUNCIL**

**POSITION IDENTIFICATION**

<b>Functional Job Description Title:</b> Client Advocate	<b>Department/Program:</b> Pathways
<b>Reports To (Title):</b> Program Supervisor	<b>FLSA Status:</b> Non-exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-time
<b>Prepared By:</b> Bobbie Brekhus	<b>Revision Date:</b> April 2019

**POSITION SUMMARY**

Under the supervision of the Program Supervisor and in accordance with the direction and mission of District 7 HRDC, the Client Advocate is delegated the responsibility of assisting TANF families to become self-sufficient through assessing their strengths and needs, creating employability/service plans with them, and by connecting them with resources to assist in removing barriers.

**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 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

**ESSENTIAL JOB FUNCTIONS**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Completes assessments to identify families' strengths and needs for intervention, provides guidance, and connects clients to available resources.

- Conducts intensive case management meetings and monitors client attendance and scheduled activities in accordance with program requirements.
- Develops action plans with families for achieving self-sufficiency.
- Assists clients in appropriate selection of work experience based on career interests and skill level.
- Provides help to clients with paperwork pertinent to self-sufficiency needs, such as SSI, employment, childcare, and housing applications.
- Facilitates classes, program overviews, and assessments.
- Maintains individual case files with required, extensive and detailed documentation including applications, assessments, case notes, supportive services, and work experience as required by federal, state, and agency funding requirements.
- Collects data, and tracks client progress, as required by reporting agencies for each program.
- Balances time spent between client advocacy and file-maintenance as enrollment numbers fluctuate.
- Provides outreach to families as needed.
- Participates in staff meetings, cases reviews, and supervisory coaching.
- Attends Professional Development and technical training as required.

**Additional Knowledge, Skills and Abilities (KSA's):**

- Strong organizational, listening and communication skills, including both verbal and written are required.
- The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.
- The employee must be a team player to ensure overall program success.
- Prefer knowledge of local labor market information and employer expectations.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates professionalism in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased conduct.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

**MINIMUM QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**

Minimum qualifications are bachelor’s degree in Human Services or related field; or high school diploma or equivalent and a minimum of two (2) years related experience; or equivalent combination of education and experience to fully meet the obligations of this position.

**Licenses and Certifications:**

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 above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_