

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

VACANCY ANNOUNCEMENT

~INTERNAL~

POSITION: Program Coordinator

PROGRAM: Child Care

WHO MAY APPLY: All Qualified Individuals, must have 1 year experience in Child Care case management with low error rate.

WORKSITE: 7 N 31st Street

RATE: \$16.75 to \$ 18.69 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 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

POSITION DESCRIPTION HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Job Description Title: Program Coordinator	Department/Program: Childcare: Family Services
Reports To (Title): Program Supervisor	FLSA Status: Non-exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Espri Lance, Janet Mann	Revision Date: April 2019

POSITION SUMMARY

Under the supervision of the Family Services Supervisor and in accordance with the direction and mission of District 7 HRDC, the Program Coordinator is delegated the responsibility of conducting file reviews, maintaining compliancy with ECSB policy and guidelines, and developing and facilitating program trainings.

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.

1. Provides leadership to staff in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws
2. Participates in the selection process of new staff
3. Resolves client grievances according to established policy and procedures

4. Works in conjunction with the Program Director and Family Services Supervisor to ensure the mission of the agency and its respective programs are implemented and comply with program contracts, state and federal regulations
5. Provides reports as directed to keep Program Director and Family Service's Supervisor informed of the operation and progress of compliance efforts
6. Assists in the review of reports and preparing agency responses to appropriate monitors and other regulatory agents
7. Review files, documentation and prepare for client/provider Fair Hearings
8. Reviews participant files to ensure program performance standards and agency compliance requirements are being met
9. Work with staff after file reviews and/or based on error rate to establish a training and compliance plan to assure errors are not repeated
10. Submits comprehensive reports detailing the results of file checks to Family Services Supervisor and Program Director
11. Collaborates with Program Director and Family Service's Supervisor on the development of compliance related training needs
12. Provides initial training to new case managers and oversees ongoing trainings with staff in accordance with ECSB guidance
13. Trains and reviews with child care providers on invoicing, program updates, and compliance issues through Child Care Collaboration, 360 Training and Support Program for new providers and other avenues as needed
14. Reviews monthly invoices and authorizes provider payments

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 knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

Minimum qualifications are bachelor's degree in Human Services and a minimum of 2 years related experience and 1 year in Best Beginnings Scholarship eligibility work, or equivalent combination of education, experience and supervisory background to fully meet the obligations of this position.

License 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

OTHER SKILLS and ABILITIES:

- Effectively communicates on all platforms
- Demonstrates dependability and punctuality
- Adheres to a consistent work schedule
- Demonstrates professionalism in the workplace
- Models an objective and non-judgmental attitude
- Nurtures, builds, and mentors employees to build a cohesive team

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 offices 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: _____