

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

**VACANCY ANNOUNCEMENT**

**~EXTERNAL/INTERNAL~**

**POSITION:** Alternative Education Coordinator

**PROGRAM:** Workforce Investment Act and Youth Program

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 3116 1<sup>st</sup> Avenue N

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

**HOURS:** 25 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Until Filled

**WORK SCHEDULE:** M-F 10:00 – 3:00

**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 DESCRIPTION**

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

<b>Job Description Title:</b> Alternative Education Coordinator	<b>Department/Program:</b> Workforce Investment Act and Youth Program
<b>Reports To (Title):</b> Program Director	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Part-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> August 2020

### **JOB SUMMARY**

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Alternative Education Coordinator is delegated the responsibility for providing an educational atmosphere where youth and adults are actively involved and have the opportunity to achieve academic success and fulfill their potential.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 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-7 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 DUTIES**

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.

- Organize and implement an instructional program that assists youth and adults in preparing to obtain their General Equivalency Diploma (GED), High School Diploma or brush-up on basics.

- Identify, select and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Monitor and document participant progress to evaluate and modify educational plans as necessary.
- Assess changing curricular needs and offer plans for improvement. Tutor students individually as the need arises.
- Provide orientations, program curriculum and assessments to youth with the purpose of increasing their employability skills through education and assisting them in understanding the relationship between school and work.
- Monitor participant's attendance in scheduled activities on a minimum bi-weekly basis via case notes and in-person visits.
- Participate in staff meetings; review individual cases and review unusual and difficult participant circumstances to address areas for concern. Participate in bi-weekly supervision.
- Communicate and coordinate with other service providers in order to provide quality customer service and avoid duplication of services.
- Work closely with participant and school officials to provide whatever support necessary for participant to successfully complete their education.
- Implement agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

**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.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - 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.
- Nurtures, builds, and mentors employees to build a cohesive team.

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

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Minimum qualifications are an Associate's Degree in Human Services or related field plus (1) year of tutoring experience; or equivalent combination of education and experience to fully meet the obligations of the position.

**Other:** Annual Criminal Background checks are required.

### **Licenses and/or 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; position oneself to work outside with youth; frequently communicate with co-workers, youth 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. Tasks will involve extended periods of time at a keyboard or work station.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment is going to be typical of that of an office setting and at various outside locations. The employee occasionally may be exposed to the weather conditions prevalent at the time. The employee will be required to travel from one working location to another and work at different job locations.