

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

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** Case Manager

**PROGRAM:** Child Care

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** 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



## **JOB DESCRIPTION**

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

<b>Job Description Title:</b> Case Manager	<b>Department/Program:</b> Child Care
<b>Reports To (Title):</b> Family Services Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> July 15, 2019

### **JOB SUMMARY**

Under the supervision of the Family Services Supervisor and in accordance with the direction and mission of District 7 HRDC, the Case Manager is delegated the responsibility for determining Best Beginnings Scholarship eligibility for applicants seeking services and acting as a liaison between HRDC program parents, providers, staff and community resources. Processes Child Care Provider invoices monthly in a timely manner, ensuring correct payment per service plans. Conducts quality assurance case file reviews.

### **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.

- Completes reports, monitors client attendance and scheduled activities utilizing sign in sheets, case notes, attendance records, and individual meeting in accordance with program requirements.

- Collects data, tracks client progress, and completes reports as required.
- Identifies the need for intervention, provides guidance and refers participants to available resources.
- Assesses participant's needs to develop action plans for achieving self-sufficiency.
- Facilitates program overviews.
- Serves as advocates for parents and child care providers.
- Participates in staff meetings, cases reviews, and file checks.
- Reviews monthly invoices and authorizes payments.
- Provides individual case management.
- Provides documentation and tracking data as required by program.
- Maintains individual parent and provider case files, including applications, income verification and case notes.
- Provides client data to reporting agencies as required.
- Participates in staff meetings, team building, technical training, and 1:1 supervision meetings.
- Works closely with parents and child care providers to inform them of co-payments.
- Performs outreach to community and assists with completion of applications, when needed.
- Represents HRDC's Child Care Program at community meetings and events.
- Implements 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:**

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency
- Integrates knowledge of budgeting and management experience into program operations.
- 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.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Human Services preferred, or High School Diploma or HiSET and experience in human services related field, or equivalent combination of education and experience.

**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; 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.

*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: \_\_\_\_\_