

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

VACANCY ANNOUNCEMENT

~INTERNAL~

POSITION: Provider Services Supervisor

PROGRAM: Child Care

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street

RATE: \$18.07 – \$22.56 / 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 Cover Letter/Letter of Interest along with current resume to:

Human Resources Department

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Provider Services Supervisor	Department/Program: Child Care
Reports To (Title): Program Manager	FLSA Status: Non-Exempt
Supervisory Position: Yes	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: January 2021

JOB SUMMARY

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Provider Services Supervisor is delegated the responsibility for the supervision of the Provider Services Team within the Child Care Program.

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.

- Works in conjunction with the Program Manager and other staff to ensure the mission of the agency and aspects of the programs are implemented and comply with program contracts, state and federal regulations.
- Coordinates closely with the staff to ensure effective operation of program contract requirements, and state and federal regulations are met.
- Communicates program changes and directives from Program Manager and Program Director.
- Establishes work schedules by planning, assigning and directing work of staff; maintain a caseload when program numbers increase or during staffing shortages.
- Coordinates the Professional Development Calendar for the child care program and ensures schedule is adhered to.
- Adheres to agency purchasing policies and procedures.
- Provides timely reports as required by respective programs and agency requirements. Updates, communicates, and implements all program changes that reflect and impact compliance requirements.
- Identifies, collects, tracks, and utilizes data to establish program outcomes and reporting requirements.
- Reviews Early Childhood Project TA Modules to ensure program compliance.
- Knowledgeable about local, state and national requirements, standards, guidelines and current developments for early education and child care programs serving children.
- Attends and participates in trainings.
- 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.
- Supervises and leads subordinate staff [and volunteers] in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Participates in the selection process, conducts employee evaluations, enforces discipline, and terminations as required.
- Ensures that appropriate training has been provided to his/her staff as needed.
- Communicates policy and policy changes to his/her staff.
- Resolves employee conflicts and client grievances according to established policy and procedures.
- Demonstrates competency in leadership; develops and maintains an effective team.

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 bachelor's degree in Human Services or relevant field plus 2 years' relevant experience, or equivalent combination of education, experience, and leadership/supervisory background to fully meet the obligations of this 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; 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: _____