

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

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Continuum of Care Director

WHO MAY APPLY: All qualified individuals

WORKSITE: 3124 First Ave. N.

RATE: DOE

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Untilled Filled

WORK SCHEDULE: Part-Time; To Be Established By CEO

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form With Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Continuum of Care Director	Department/Program: Housing
Reports To (Title): CEO	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Part-Time
Prepared By: Human Resources	Revision Date: June 2021

JOB SUMMARY

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Continuum of Care (CoC) Director is delegated the responsibility for the coordination and support operations of the Billings Continuum of Care coalition.

The Continuum of Care Director will be responsible for fund development, overseeing the implementation of the CoC Strategic Plan, and coordinating with community partners and coalitions.

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 coordinate CoC partner agencies to implement the CoC Strategic Plan to include:
 - Identifying the root causes of homelessness in Billings and implement targeted prevention strategies to reduce new incidences of homelessness.
 - Support the development and implementation of a coordinated Crisis Continuum for all persons at risk of, or actually experiencing, homelessness.
 - Invest in 1-2 critical infrastructure projects in the community to prevent and reduce homelessness.
 - Build and enhance the community capacity to tackle homelessness and housing issues so that comprehensive housing policies and equitable employment practices can be adopted and implemented by critical stakeholders in the community.
 - Formalize and strengthen CoC structures to allow for the coalition to sustain operations overtime.
- Work with CoC partners, community members and Montana Healthcare Foundation to plan, fund and develop a permanent supportive housing project.
- Work with the Director of Community Impact at United Way to continue and advance CoC efforts.
- Attend and participate in workgroups established for this effort.
- Work with CoC partners and community members to assure permanent Low-Barrier Shelter (LBS) remains available.
 - Coordinate the LBS Task Group.
 - Work with the LBS Task Group, CoC partners and community members to explore the need for a permanent low-barrier shelter, current plans, and resources as well as potential gaps and needs.
 - Determine if there are gaps or needs that require further planning or action.
 - If further action is needed; work with the LBS Task Group, CoC partners and community members to create an appropriate plan and begin implementation.
- Complete other duties as needed to support the CoC and success of CoC activities.

Additional Knowledge, Skills and Abilities:

- **Organizational Skills:** Ability to create clear pathways towards shared goals
- **Leadership:** Ability to effectively lead multiple stakeholders around shared goals and projects
- **Communication:** Ability to communicate effectively to produce clear, concise and accurate correspondence, presentations and reports. Strong verbal, written and interpersonal communication skills, strong facilitation and conflict resolution skills.
- **Teamwork:** Ability to establish and maintain cooperative working relationships with all those contacted in the course of the position. Coordinate, network and collaborate with Billings CoC members, local providers and other stakeholders.
- **Efficiency and Effectiveness:** Plan, organize, prioritize and coordinate work flow; work independently and meet multiple deadlines; attention to detail with accuracy. Ability to set priorities and work independently.
- **Adaptability to Changes and Problem-solving Skills:** Define problems, collect data, analyze and establish facts and draw valid conclusions; deal with abstract and concrete variables. Must possess high ethical standards and values and demonstrated good judgement.

- **Commitment to Service:** Expectation to achieve the highest standards of personal and professional work performance in commitment to serving the Billings community. Ability to work in a team, be transparent, show respect and care for diversity on a daily basis.
- **Flexibility:** Adapt rapidly to changing work demands and priorities.
- **Confidentiality:** Comply with all HIPAA and 42 C.F.R. Part 2 regulations relating to privacy, security and confidentiality. Safeguard confidential information of clients, employees and business operations.
- **Software Skills:** Proficient in the Microsoft Office Suite including: Word, Excel, Access and Power Point; Window based applications; database management.
- **Supportive Attitude:** Must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Human Services or related field, and a minimum of two years (2) relevant experience; or equivalent combination of education and experience to fully meet the minimum requirements of the position.

Other:

Successful experience coordinating complex projects with multiple stakeholders.

Successful fund development from a variety of sources.

Experience with group governance and tasks such as development of policies and procedures and Memorandums of Understanding.

Knowledge of Billings Continuum of Care and local partner agencies.

Knowledge of local housing resources and supportive services.

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.

Most work is in a normal office environment. The employee must occasionally move up to 25 pounds; be required to be in a stationary position; use a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; move about inside the office to access file cabinets, office machinery, etc. The position requires some standing, walking, use of hands, and to a greater degree to sit, talk or hear. The position requires close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics are 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: _____