

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

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Compliance Specialist

PROGRAM: Pathways and SNAP Employment and Training

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street

RATE: Competitive

HOURS: 40

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



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Functional Job Description Title: TANF Pathways Compliance Specialist	Department/Program: Pathways and SNAP Employment & Training
Reports To (Title): Program Director	FLSA Status: Non-exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Program Director	Revision Date: December 2021

JOB SUMMARY

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Compliance Specialist is delegated the responsibility of monitoring the Pathways and SNAP E&T Programs in Big Horn, Combination and Yellowstone Counties to ensure they are in compliance with grant and contract requirements. The incumbent is responsible for monitoring and resolving pending compliance issues and concerns in accordance with applicable external rules and regulations, and internal procedures and controls.

MISSION OF THE 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 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.

- Maintain current knowledge of Pathways and SNAP E&T contracts, practices, and procedures.
- Review program procedures to ensure contractual requirements are being met.
- Identify potential areas of compliance vulnerability and provide recommendations to the Program Director and Manager.
- Prepare reports and make recommendations to the Program Director and Manager in the development of compliance related policies and procedures.
- Review and authorize client Supportive Services in CHIMES EA.
- Assist with Access Program maintenance and data input
- Review CDS entries for accuracy in data reporting and make appropriate corrections.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

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:

Bachelor's Degree in Human Services or other related field and a minimum of three years relevant experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Other: Knowledge of State of Montana TANF and SNAP programs preferred.

Licenses 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

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 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: