

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

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Job Readiness Class Instructor

PROGRAM: Pathways

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street

RATE: Competitive

HOURS: 40 hours per week

OPENING DATE: Immediately

CLOSING DATE: 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



POSITION DESCRIPTION HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Job Description Title: Job Readiness Class Instructor	Department/Program: Pathways
Reports To (Title): Program Supervisor	FLSA Status: Non-exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Program Director	Revision Date: January 2022

POSITION SUMMARY

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Job Readiness Class Instructor is delegated the responsibility of assisting TANF families to become self-sufficient through the instruction of a Job Readiness class curriculum.

MISSION OF 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 JOB FUNCTIONS

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.

- Conduct a variety of Job Readiness classes that support participants to; gain work readiness skills, assess their employment strengths and barriers and prepare them for applying for jobs.

- Assist clients in preparing and submitting employment applications based on career interests and skill level.
- Develop and update Job Readiness class curriculum
- Collect data and track client progress as required by reporting agencies for each program.
- Collaborate with Client Advocates on progress and challenges for individual clients.
- Provide outreach to participants as needed.
- Participate in staff meetings, case reviews, and supervisory coaching.
- Attend Professional Development and technical training as required.

Additional Knowledge, Skills and Abilities

- Strong organizational, listening and communication skills, including both verbal and written are required.
- The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.
- The employee must be a team player to ensure overall program success.
- Prefer knowledge of local labor market information and employer expectations.
- 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 conduct.
 - 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.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Minimum qualifications are bachelor's degree in Human Services or related field; or high school diploma or equivalent and a minimum of four (4) years of direct experience; or Associates degree with two (2)

years of direct experience; or equivalent combination of education and experience to fully meet the obligations of the position.

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: _____