

Incumbent: VACANT

POSITION DESCRIPTION HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Job Description Title: Job Developer	Department/Program: Montana Employment and Training
Reports To (Title): Program Manager	FLSA Status: Non-exempt
Supervisory Position: No	Position Status: Full time
Prepared By: Business Operations Director	Revision Date: May 2026

POSITION SUMMARY

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Job Developer is delegated the responsibility of connecting participants with employment by collaborating with case managers and community partners to increase program referrals and awareness. This role focuses on building strong relationships within the community local employers, economic groups, and chambers of commerce to identify business needs and expand job opportunities. This position requires a high level of customer service, client advocacy, and the ability to work independently.

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.

- Work with case managers to match specific participants with jobs

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- Identify and work with community groups, organizations, and/or employers to bolster program participation
- Inform and educate target audiences about the program's goals, services, requirements, and processes
- Work with community partners to identify ways to create and increase referrals to the program
- Assist in creating and executing public awareness campaigns to advertise the program
- Assess and proactively respond to employers' specific needs via frequent contact, which includes meeting with and presenting to employers to discuss potential services, assessing employer needs, building working business relationships, and customizing offerings as needed
- Provide and/or facilitate employer access to information regarding employment, the labor market, potential employer tax incentives and credits, labor laws, and wage and hour rules
- Develop strong relationships with local economic development groups, chambers of commerce, professional organizations, and industry clusters to facilitate the expansion of new businesses in the region and to increase opportunities within existing businesses for both adults and adolescents
- Work with individual employers and/or groups of employers to organize job fairs, mass interviews, on-site recruitment, or other recruitment efforts
- Perform other duties as assigned
- Collect and maintain data needed to prepare required program reports.
- Collects data, and tracks client progress, as required for each program.

Additional Knowledge, Skills and Abilities (KSA's):

- Strong organizational, listening and communication skills, including both verbal and written are required.
- 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.

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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 two (2) years related experience; or equivalent combination of education and experience to fully meet the obligations of this 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: _____