

Incumbent: VACANT

**POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL**

POSITION IDENTIFICATION

Functional Job Description Title: WEX Coordinator	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 WEX Coordinator is delegated the responsibility of assisting clients in becoming self-sufficient through assessing participants' strengths and needs and assisting them in removing barriers so they may obtain job placement and job retention. It also requires directly working with the public, private and non-profit sectors in the community to provide work experience and employment opportunities for participants. 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.

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- Identify, recruit, and contract new training sites that will provide clients with a positive training experience.
- Maintain current professional relationships of the sites once they are established.
- Provide intervention and guidance between clients and worksites to support a successful and meaningful experience for both.
- Advocate for clients and connect them with necessary resources in the community to remove any barriers that may prevent them from successfully completing their training.
- Prepare clients for success at their worksites by educating and coaching them.
- Develop individualized training plans with clients and worksites.
- Conduct interviews and assessments to assist clients in appropriate selection of work experience based on career interests and skill level.
- Support clients and worksites to achieve a successful outcome
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- Facilitate a regular Work Experience orientation to inform clients about the benefits and expectations of the program.
- Participate in staff meetings, case reviews, and supervisory coaching.
- Collaborate closely with Job Developers and Case Managers to reduce duplication of services and ensure program compliance.
- Maintain individual case files, including applications, assessments, case notes, supportive services, and work experience as required by federal, state, and agency funding requirements.
- 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

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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 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: