

**DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT**

- Position:*** Pathways Client Advocate II
- Schedule:*** 32-40 hours/week; Monday-Friday (between 8:00 a.m. -5:00 p.m.)
- Compensation:*** \$15.50/hour. We offer an excellent benefit packet that includes annual/sick leave, health, vision, dental, retirement, life insurance, etc.
- Location:*** HRC Hamilton Office, Ravalli County.
- Opening Date:*** July 12, 2017
- Closing Date:*** Screening will begin 7/26/17. Position is open until filled. Applications received after that date may be considered.

Job Summary:

This position performs professional guidance in enabling public assistance recipients to become self-sufficient economically through case management, job search, financial guidance, outreach, and training in Ravalli County.

Education and Experience:

Combination of education and experience equivalent to a Bachelor's Degree in the Human Services area with one-year experience in the social services field with some counseling. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

APPLICATION PROCESS

Application packet, including full job description, available at:

Human Resource Council
1801 South Higgins Avenue
Missoula, MT 59801

Human Resource Council
303 N. Third St.
Hamilton, MT 59840

Bitterroot Job Service
274 Old Corvallis Rd., Suite D
Hamilton, MT 59840

You may request the Application Packet electronically by contacting Lina at lina@hrcxi.org, call HRC at 728-3710 or download from the website at www.humanresourcecouncil.org.

To be considered for the position, a completed HRC Application for Employment must be returned to the Human Resource Council, 1801 South Higgins Ave, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.

DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

Department: Workforce Development	Job Description	
Job Description Title: Pathways Client Advocate II	FLSA Status: <i>Non Exempt</i>	Pay Grade: 8
Accountable To (Title): Workforce Development Manager	Position Status: <i>Full-time</i>	
Prepared By: Lynda Schuldheisz	New/Revision Date: January 1, 2017	

Job Summary:

This position performs professional guidance in enabling public assistance recipients to become self-sufficient economically through case management, job search, financial guidance, outreach, and training in Ravalli County.

Expectations:

- Report to work on time each scheduled day.
- Be courteous and treat company employees, customers and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Exercise a significant degree of independence in decision making within the federal and state guidelines.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.
- Must be able to maintain regular attendance and work scheduled hours.

Essential Duties and Responsibilities and Expectations:

A. Direct Client Services

1. Client advocacy, barrier reduction, employment and training services and supports based on informed choices.
2. Determine eligibility for some TANF services, including clients with incomes up to 200%FPL.
3. Assess appropriate level of engagement for families in the Pathways Program. Develop an effective service plan based on the assessments and the TANF Family Bridge Model. Keep the service plans updated.
4. Provide specialized services for people with long-term barriers or temporary exemptions.
5. Provide Intensive Services, Supported Engagement of Light Engagement depending on the family's needs.
6. Support the finalization of TANF Eligibility, conduct screening/barrier assessment, coordinate and manage service and support delivery.
7. Provide coaching and mentoring while monitoring participant progress.
8. Respond to crisis and provide transition support.
9. Broker services through our service area that will benefit and stabilize the Pathways families.

B. Training

1. Train participant in job readiness and job search skills.
2. Establish and monitor effective community service and work experience sites.
3. Work with area employers to set up work based training contracts under Subsidized Employment.
4. Assure the participants receive regular, on-going financial literacy through regular meetings with the Client Advocate.
5. Travel for worksite development, client meetings, and agency referrals as appropriate.

C. Record Keeping

1. Set up and maintain all files including electronic files, and data input to State systems, CHIMES and CDS.
2. Become thoroughly familiar with all the regulations and guidelines applicable to the program and any updates.
3. Attend training sessions and meetings as assigned.

D. Other duties as assigned

Minimum Qualifications

Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

Experience and Education

- Combination of education and experience equivalent to a bachelor's degree in the Human Services area with one-year experience in the social services field with some counseling.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of counseling, human behavior, case management, and the local community resources.
- Knowledge of record keeping and use of a computer.
- Knowledge of principles of training techniques.
- Ability to work with a diverse population and to see the broad perspective and how aspects of their lives inter relate.
- Ability to follow and interpret program guidelines and goals.
- Ability to have compassion, communicate effectively orally and in writing
- Ability to establish effective working relationships with clients, employees, and other agencies and resources.

Special Requirements:

Valid Montana State Driver's License or ability to obtain one and insurable on company policy.

Supervisory Responsibilities: None

Technology Used: Computer, 10-key calculator, copier, multi-line phone

Physical Demands and Work Environment:

The physical demands and work environment 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.

Work is performed primarily in an office setting, but client visitations and out of office meetings are required. Hand-eye coordination is necessary to operate computers, various pieces of office equipment, and to obtain a valid Montana drivers license.

Required Employee Tools and Clothing:

Professional attire appropriate to an office setting.

Supervisor Signature: _____

Date _____

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 employees 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 DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

Employee Acknowledgement and Signature

Date

Printed Name