



2229 FIFTH AVE., HAVRE, MT 59501  
PHONE: (406) 265-6743 FAX: (406) 265-1312

## APPLICATION COVER SHEET

**Job Title:** Pathways Client Advocate

**Wage:** \$13.90 per hour

**Hours:** 40 hours per week (52 weeks per year)

**Application Deadline:** 5:00pm, Wednesday, March 10, 2021

---

### PLEASE PROVIDE

1. COVER LETTER/LETTER OF INTEREST
2. RESUME
3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET
4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

### POSITION SUMMARY:

To facilitate and coordinate progression to self-sufficiency by assessing clients' strengths and needs, assisting them in removing barriers to employment and ensuring clients have access to necessary training and supportive services for job placement and job retention.

### Essential Duties:

1. Provide orientation to the program for all referred TANF clients.
2. Assess educational, child care, and other supportive service needs of participants.
3. Assess skills, prior work experience, and barriers to employability of participants.
4. Develop participants' access to services to ensure appropriate delivery of service.
5. Develop participants' employability plans.
6. Assist participants and their families in obtaining available resources and opportunities required for self-support.
7. Monitor delivery of services to participants and required participation in the program.
8. Conduct weekly case management meetings to follow-up and assess participants' needs and track clients' progress.
9. Provide job development for direct placement in unsubsidized employment for participants.
10. Perform accurate record keeping and extensive and detailed case documentation including assessments, case notes, supportive services, and work experience as required by program guidelines.
11. Travel in service area will be required and a cell phone will be provided for use during outreach activities.
12. Know and follow Pathways policies and procedures and administers operating rules and procedures under management guidance in order to comply with program requirements.

