HUMAN RESOURCES DEVELOPMENT COUNCIL



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# **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, Tuesday, May 25, 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 tract 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.

#### **MINIMUM QUALIFICATIONS:**

- 1. Associate degree in Human Services or related field or equivalent education/experience
- 2. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy. Willingness to use own vehicle as needed in the performance of job duties.

#### SPECIAL INFORMATION -

- 1. We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.
- 2. Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).
- 3. Occasional travel for trainings may be required.
- 4. EXCELLENT BENEFITS ARE PROVIDED BY HRDC.
- 5. Application will be rejected if incomplete or unsigned.
- 6. Background Check required before applicant is hired.
- 7. Please complete the application by typing or printing in ink. Incomplete applications will not be considered.
- 8. This application is valid only for the job detailed above. Future job openings will require a new application.

# PLEASE ANSWER THE FOLLOWING QUESTION

1. From the Job Description for Pathways Client Advocate please tell us what experience you have had that qualifies you for this position.