

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

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| <b>TITLE:</b> Pathways Client Advocate   | <b>SUPERVISOR:</b> Employment & Training Director |
| <b>PROBATIONARY PERIOD:</b> 1 year   | <b>SUPERVISES:</b> None                           |
| <b>EMPLOYMENT HOURS:</b> 40 per week   | <b>WEEKS PER YEAR:</b> 52                         |
| <b>Grade 12</b>  | <b>Starting Wage:</b> \$14.07                     |
| <b>POSITION SUMMARY:</b> 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. |   |

**MAJOR RESPONSIBILITIES:**

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.

**ADDITIONAL RESPONSIBILITIES:**

1. Perform additional duties as assigned by the immediate supervisor.

**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.

**SKILLS, ABILITIES, AND OTHER REQUIREMENTS:**

1. Ability to communicate effectively and clearly both verbally and in writing.
2. Sensitive to needs of low income individuals
3. Able to work independently, take initiative, and problem solve.
4. Self-motivated and creative, and able to adapt to change in program requirements and priorities.
5. Ability to manage multiple tasks in a time sensitive environment.
6. Able to work with public, area service providers, and private business sector of service delivery area.

7. Skilled in word processing and general clerical skills.

**PHYSICAL DEMANDS & WORKING CONDITIONS:**

Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time) Work is in an office environment.

1. Occasional travel (15%-45%) is required.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_