

<b>Company Name:</b> District 6 HRDC	<b>Job Description</b>
<b>Job Description Title:</b> Program Manager, Employment and Training	<b>FLSA Status:</b> Non exempt
<b>Accountable To:</b> Executive Director	<b>Position Status:</b> Regular, Full Time
Wage \$19 TO \$21 DOE	<b>Revision Date:</b> April 2024

**Job Summary:**

The Program Manager for Employment and Training is responsible for the operation of all employment and training programs. This includes working with federal, regional, state and district agencies to ensure compliance with state and federal regulations and effective management of the program contracts, budgets and staff.

**Essential Duties and Responsibilities:**

- Regular attendance
- Manage the Employment and Training (E & T) programs to ensure effective operation of program and staff, to ensure all state and federal regulations and contract requirements are met
- Provide outreach services, recruit, enroll and exit participants in assigned service areas
- Develop and maintain work experience sites in region. Conduct program orientations for participants and worksite supervisors prior to placement. Assist in evaluation of participants and worksites using evaluation forms and monitoring tools, including monthly reports
- Keep contractual records required for participants and worksites
- Develop familiarity with applicable sections of the state manuals
- Meet with and provide case management for participants; assist in evaluation of the participants and prepare the monthly reports
- Secure labor market and career information for participants. Assist participants with career development and planning, job search skills and continuing educational endeavors. Make necessary referrals.
- Assist with implementation of programs and special projects
- Attend department and organization and other meetings and trainings as required
- Enter participant information on state databases as required
- Maintain contact with area employers to determine employee needs and provide referrals to technical assistance as needed. Assist in managing resource materials in main office and satellite settings.
- Travel out of town as required

- Work with the Fiscal Officer to develop and manage program operating budgets and prepare comprehensive program reports as necessary. Ensure expenditures are authorized within contract guidelines and budgets.
- Perform other duties assigned

**Minimum Qualifications (Experience/Education):**

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.

- BA or BS degree in a related field preferred or equivalent combination of education and experience
- Experience in determining applicant eligibility
- Experience in preparing and managing budgets
- Ability to read and understand federal and state regulations and contracts
- Ability to organize and prioritize work
- Ability to understand and interpret statistical information
- Broad-based computer skills, including but not limited to: data entry, use of word processing and spreadsheet software, use of web-based programs and email
- General knowledge of the public, private sector and community resources
- Valid Montana driver's license, proof of personal vehicle insurance, ability to meet insurability requirements for the organization automobile insurance policy
- Interest and experience in working with or willingness to work with people of low income
- Ability to manage multiple tasks in a time sensitive environment
- Ability to communicate effectively and clearly orally and in writing
- Ability to solve problems and work independently

**Physical Demands & Working Conditions:**

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.

- Regularly required to sit for long periods
- Frequently required to stand, walk, use hands and reach with hands and arms
- Frequently required to climb stairs and stoop, kneel or crouch
- Regularly required to use fingers, hands and arms when working with the computer
- Regularly required to talk or listen and to use the telephone
- Occasionally required to lift and/or move up to 25 pounds
- Regularly required to use close, peripheral and distant vision
- Frequently required to travel

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Employee signature Date

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Director's signature Date