



JOB OPENING ANNOUNCEMENT STAFF/PUBLIC

Accepting Applications July 23-Aug 2, 2021 (closes 4 p.m. on 2nd)

Opportunities, Inc. Hiring Now!

Community Resource Worker

15.33 – 16.26 per hour + Full Benefits

(First Year: 15 days annual leave; 12 days sick leave; 9 Holidays, Health, Dental, Retirement, Vision, etc.)

Responsibilities include assisting program participants in achieving stability on their path toward self-sufficiency through securing housing, instruction in life and vocational skills, support coordination and resource development. Will be part of a **street outreach team**. Fully participate in promoting accomplishment of agency's goals and objectives. Be an advocate for low and fixed income individuals, and promote social and economic justice.

Major Duties include recruitment (sometimes directly on the street with the homeless population), assessment and eligibility determination of potential program participants to achieve self-sufficiency utilizing available resources. Develop implementation, and coordination of programs to achieve the following: (a) Identify clients' needs, skills, resources, and barriers through the use of objective assessment tools and interviewing techniques. (b) Individualized support plans. (c) Resource and support coordination. (d) Home visits to assess progress of program participant's identified goals and objectives. (e) Assist participants in obtaining, transportation to necessary appointments as related to individualized support plan. (h) Review emergency requests for accuracy, completeness, and eligibility. (j) Review and maintain household services and information in the CDS system.

Qualifications: Skills equivalent to a high school graduate with two (2) years of formal education and or five (5) years' experience in a related field; Prefer a Bachelor's Degree in Social Services, Family or Vocational Counseling or other human service field. Experience in completing assessments, individual support plans and to work outside in cold temperatures. Knowledge of community resources and supports is necessary. Proficient in data entry and technology is necessary. Valid Montana driver's license and insurable driving record and liability insurance are required. Must not have any prior convictions of physical or sexual abuse of children.

An Opportunities, Inc. Employment Application must be completed for consideration. You may request a complete job description by emailing hr@gfoppinc.org or calling 406-761-0310, or stop by 905 1st Ave N. Great Falls, MT 59401. Applications accepted until 4:00 p.m., August 2, 2021. "EOE" M/F Applications may be faxed to (406) 315-3139. Scanned PDF applications may be emailed to hr@gfoppinc.org or you may mail applications to Opportunities, Inc., PO Box 2289, Great Falls, MT 59403, and Attention: HR Department.

The job opening announcement shall remain open for a period of ten days, beginning from the first date of external recruitment, including weekends and holidays. If we are unable to find the right candidate after this initial period we will re-open until filled.