



## JOIN OUR TEAM AND MAKE A DIFFERENCE!

**“Action Inc is a non-profit organization dedicated to ending poverty in Southwest Montana by developing innovative, community-based, collaborative solutions.”**

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### **Service Coordinator**

**Location: Continental Gardens**

**Employment/FLSA Status: Part-Time (15 hrs. a week)/Non-Exempt**

**Wage: \$17.00--\$19.00/hour**

#### **Position Description:**

We are currently seeking an experienced professional to fill the position of Service Coordinator at our Continental Gardens facility. Continental Gardens is a residential housing facility for low-income senior citizens.

Through a respectful, constructive and energetic style guided by the objectives of the organization, the Service Coordinator plays an integral role in the administration of Community Action programs. The Service Coordinator links residents of the Continental Gardens facility to supportive or medical services provided by public agencies or private practitioners within the general community in support of stabilization. The Service Coordinator may assess the needs of residents and determine eligibility for public services. The Service Coordinator provides general case management and referral services to all residents needing assistance.

#### **Duties and Responsibilities:**

The Service Coordinator is responsible for helping residents achieve their highest individual level of independence by ensuring completion of assessments and plans, monitoring progress and making referrals to social support services in the community. The incumbent will establish linkages with agencies and service providers in the community and develop a directory of providers for use by both project staff and residents. The Service Coordinator will educate residents on service availability, application procedures, client rights, etc., while providing advocacy as appropriate. In addition, the incumbent will assist the residents in building informal support networks with the other residents, family and friends. Office hours are flexible, but must be consistent.

#### **Qualifications:**

Bachelor's degree in Human Service field is preferred. However, individuals without a degree, but with appropriate work experience, may be considered. Other combinations of education and experience will be evaluated on an individual basis. The training requirements for the position per HUD must be met within one year of hire.

The incumbent will have extensive knowledge and understanding of the barriers faced by the elderly, and the ability to communicate effectively about sensitive personal issues. The Service Coordinator should have knowledge of evidence-based approaches in the field of case management for the elderly and the ability to write clear and accurate case notes. In addition, the successful candidate will have knowledge of community programs and services, and the associated referral processes.

**How to Apply:** Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc. - HRC District XII, 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. – HRC District XII. You may also email application materials to [jpaul@hrc12.org](mailto:jpaul@hrc12.org).

**This Position is Open Until Filled**

*Action Inc. - Human Resources Council District XII Is an Equal Opportunity Employer  
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*