

Director of Healthy Homes

Reports to: Chief Operating Officer
Classification: Full Time
Supervises: Two Healthy Homes Specialists

Position Summary:

This position will oversee a variety of healthy homes programs that focus on health and energy efficient home repairs. This will be done by partnering with healthcare agencies, local non-profits and resident driven organizations with the goal to repair and improve low income households in Sussex County.

Primary Responsibilities:

Healthy Home Repairs:

- Manage a team of two Healthy Homes Specialists who implement the day to day operations of the Healthy Homes Repair program.
- Support the Healthy Home Specialists with the coordination and completion of healthy home repairs when needed.
- Develop and oversee program strategies for long-term implementation and success of a healthy homes initiative for SCHFH communities.
- Cultivate relationships with healthcare agencies and local non-profits to ensure maximum impact in communities.
- Oversee all healthy homes data systems and share program information with staff, colleagues, communities and grantors as needed.
- Lead SCHFH in a statewide healthy homes collaboration between all three DE Habitat affiliates.
- Communicate with SCHFH's Resource Development team to ensure funding requirements are met and reports are generated according to grant/donor timelines.
- Partner with healthcare professionals such as Community Healthcare Workers, Occupational Therapists, Occupational Therapy Assistants and Nurses to determine client repair needs and how to support an aging in place population.
- Oversee and expand contractor and vendor pool to assist with healthy home improvements.
- Implement and update all policies and procedures that support the healthy homes repair programs.
- Promote partnerships and program successes to SCHFH and community platforms.
- Oversee all budgetary processes that include project budgets, proposals, invoicing, and monthly reconciliation meetings to satisfy grant guidelines.

Energy Efficiency Programs:

- Partner with Energize DE to expand the Insulated Skirting Program (ISP). Ensure all grant requirements are satisfied.
- Communicate monthly, quarterly, and yearly with partnerships to review program metrics, data evaluation and expansion of programming in Sussex County.

Community Engagement:

- Identify SCHFH focus communities and engage local partnerships to support neighborhood revitalization and cleanup efforts.
- Organize and lead four Rock the Block community events each year that focus on community revitalization.
- Lead a collaborative approach to improve quality of life for all residents in SCHFH communities.
- Represent SCHFH at community led discussions with local non-profits and government agencies.

Knowledge, Skills and Abilities:

- Bachelor's degree in related field or equivalent work experience required.
- Four years of leadership experience required.
- Basic residential construction knowledge preferred.
- Bi-lingual in English and Spanish preferred.
- Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity.
- Desire to contribute to a culture which embraces diversity, equity and inclusion.
- Excellent communication and presentation skills, both written and verbal.
- Exhibits strong listening and evaluation skills to ensure program success.
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions.
- Demonstrates excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, donors, community partners and volunteers.
- Ability to create a work environment that is cheerful, productive and inclusive.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Strong project management, time management, problem solving and analytical skills.
- Capacity to train, motivate, empower, challenge and supervise a team and delegate tasks as needed.
- Experience overseeing budget approval processes.
- Proficiencies in Microsoft Office, G Suite, Zoom, Canva, etc.

Work Environment / Physical Requirements:

- Evaluation at 90 days, 1 year and annually thereafter.
- Job will balance between work in the community and administrative work in the office.
- Need to be able to stand for long periods of time and lift at least 25-50 lbs. Will also need to be able to climb ladders to inspect roofs and crawl under homes for inspections.

- Must have dependable transportation, a valid driver's license and a good driving record.
- Normal work week is Monday - Friday with occasional Saturday and evening activities.
- Normal 8 hour shifts will fall between 9AM – 5PM. Availability outside the normal hours is a must during emergency situations.

How to Apply:

- To apply, email your cover letter and resume to apply@sussexcountyhabitat.org
- Visit our website at www.sussexcountyhabitat.org for additional career opportunities.