

## Healthy Homes Specialist

Reports to: Director of Healthy Homes

Classification: Full Time

### **Position Summary:**

This position will be responsible for implementing a variety of healthy homes programs that assist Sussex County homeowners with health and energy efficient repairs. The Healthy Homes Specialist will work directly with qualified applicants, healthcare specialists, subcontractors and local partnerships to repair and improve low income households in Sussex County.

### **Primary Responsibilities:**

- Implement a variety of healthy home and energy efficient repair programs. Ensure fiscal year goals and funding requirements are met and reports are generated according to grant/donor timelines.
- Communicate directly with homeowners when determining repair needs, scheduling site visits, reviewing certificate of completions and connecting them with additional community resources.
- Ensure effective communication between SCHFH and program partnerships (i.e. subcontractors, healthcare specialists, local partnerships, etc.) to ensure projects are completed in a timely manner and exhibit excellent workmanship.
- Build and maintain community partnerships with local organizations and government agencies.
- Recruit and manage relationships with subcontractors to assist with healthy home and energy efficient repairs.
- Assist with community engagement activities that focus on neighborhood revitalization.
- Collaborate with Delaware Habitat affiliates on statewide healthy home efforts and growth development.
- Work with the Director of Healthy Homes to expand the healthy homes repair programs to serve more Sussex County residents.

### **Administrative Duties:**

- Manage a variety of healthy home and energy efficiency repair application processes, which includes eligibility forms, site visits, scope of works, and certificate of completions.
- Manage data systems to share healthy homes program information with colleagues and the community.
- Track status of all healthy home activities and ensure proper completion and invoicing.
- Track program budgets throughout the fiscal year and meet yearly goals.
- Maintain an accurate and thorough database of healthy homes clients.

- Develop and implement surveys to measure success of each healthy home and energy efficiency program.
- Ensure follow up communication with homeowners and other program participants.

**Knowledge, Skills and Abilities:**

- Bachelor's degree in related field or equivalent work experience required.
- Program management and leadership experience is critical.
- 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.
- Ability to create a work environment that is cheerful, productive and inclusive.
- Strong project management, time management, problem solving and analytical skills.
- 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, community partners, homeowners and volunteers.
- 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](mailto:apply@sussexcountyhabitat.org)
- Visit our website at [www.sussexcountyhabitat.org](http://www.sussexcountyhabitat.org) for additional career opportunities.