

Economic Security Corporation Job Description

Job Title: Home Repair Coordinator
Department: Home Repair
Reports To: Home Repair Director
FLSA Status: Non-exempt
Revision Date: November 4, 2015
Job Classification: Grade 6

SUMMARY

The Home Repair Coordinator assists the Director of Home Repair in the management of the day-to-day operations of the Home Repair Department. The Home Repair Coordinator also assumes the duties of the Division Director in his/her absence. This position facilitates the work flow of the department, which includes providing work direction to the Construction Auditor and performs administrative tasks, ensuring that the Department is performing in an efficient and effective manner.

1. Assists with the preparation of grant applications and planning of Home Repair Department expansion needs.
2. Assumes the duties of the Division Director in his/her absence.
3. Assists the Home Repair Director in the management of the day-to-day operations of the department, ensuring performance and funding standards are met.
4. Coordinates the work flow of the department, which includes setting and scheduling project priorities and providing work direction to the Construction Auditor.
5. Attends and participates in meetings and trainings conducted by the various Home Repair Department funding sources.
6. Develops and disseminates multi-media materials that promote the various Home Repair Department Programs, which include Public Service announcements (PSA's), advertisements, brochures, and flyers.
7. Assists in recruitment of low to moderate income families for the Home Repair Department Programs.
8. Promotes partnerships and acts as a liaison with community members.
9. Presents information to individuals and groups regarding the Home Repair Department Programs.
10. Identifies internal and external resources that would be beneficial to clients and provides the clients with the referral information.
11. Gathers, maintains, and provides statistical information as required by the various funding sources.
12. Determines client eligibility, while ensuring our funding source standards are met; this includes accurately gathering and compiling income statistics, as well as reviewing homeownership and other pertinent documents.
13. Initially ensures that the structure and location of the home meets the minimum requirements as defined by funding sources. This requires

interpretation of the construction standards set forth by our funding sources and the use of various programs such as Google Earth and FEMA map Service.

14. Maintains Home Repair Department files for the various Home Repair Department funding sources.
15. Develops and maintains Excel spreadsheets and helps develop and maintain forms for the various Home Repair Department Programs.
16. Assists applicants in person and on the telephone throughout every phase; from the application phase through construction project completion.
17. Prepares and explains legal documents such as; Land Use Restriction Agreements, Releases of Liens, Deeds of Trust, Promissory Notes, and Notice of Foreclosures. This includes issuing Releases of Liens in a timely manner.
18. Prepares all of the necessary Home Repair Program documents, explains and answers all program participant questions regarding these documents, and then obtains all necessary signatures on these documents.
19. After the home repair project is approved, assists the Construction Auditor and the Home Repair Director with fielding questions from Homeowners and Contractors while ensuring the process is done in a timely and accurate manner.
20. Composes and sends various types of correspondence to applicants, program participants, community partners, and funding sources.

SUPERVISORY RESPONSIBILITIES

The Home Repair Coordinator carries out supervisory responsibilities in accordance with the Agency's policies and procedures and all applicable laws. The Home Repair Coordinator also assumes the duties of the Division Director in his/her absence and coordinates the work flow of the Home Repair Department.

QUALIFICATIONS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or General Education Diploma (GED) and four years related experience and training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports and correspondence. Ability to speak effectively one-on-one or before groups of customers.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instruction furnished in written, oral, or diagram form.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Must be able to prioritize, organize, and coordinate assignments. Must be able to handle multiple projects simultaneously.

CERTIFICATES, LICENSE, REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally asked to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee will have light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is a well-lighted, heat and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

While assuming the duties of the Director of Home Repair, the employee might be exposed to outside weather conditions. The noise level in this work environment is usually moderate.

Employee Signature

Date

Employee Name