

Missouri Ozarks Community Action

Job title	<i>WEATHERIZATION COORDINATOR</i>	Grade	7	Class	Non-Exempt
Reports to	<i>WEATHERIZATION DIRECTOR</i>	Step		Unit	WEATHERIZATION

Job purpose

This position will be responsible for data entry, typing and secretarial work in connection with all functions of MOCA's program. This position is supervised by the Weatherization Director.

Duties and responsibilities

1. Responsible for being familiar with all programs offered by the Weatherization assistance department of MOCA, and have a basic knowledge of all programs.
2. Handling routine contact and correspondence as directed.
3. Receiving and reviewing applications and pertinent documents to determine applicants' eligibility.
4. Responsible for disseminating information to outreach staff to ensure adequate number of eligible clients are kept on file.
5. Keeping a selection of clients to be served within program year in accordance with DOE regulations.
6. Assigning of jobs from this selection to the crew/contractors.
7. Scheduling pre-inspections in such a manner as to achieve production set by Weatherization/Energy Director.
8. Review reports turned in by contractors for errors.
9. Evaluate reports from final inspector and issue job deficiencies, if applicable.
10. Coordinate activities with contractors.
11. Insure material expenditures per job are within limits as set by Weatherization/Energy Director.
12. Responsible for the payment initiation to contractors for work performed in a satisfactory manner.
13. Maintain daily statistic reports on homes.
14. Prepare statistics report for the month.
15. Ensure monthly report is complete and mailed on a timely basis.
16. Review monthly financial report on materials and labor for determination of additional home inspection.
17. Perform other duties and tasks as assigned or needed.

Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Establish and maintain good working relations with other service providers, including co-workers and community.
3. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
4. Adhere to MOCA policies and procedures, and Weatherization/Energy policies and procedures.
5. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
6. Attend all staff meetings and required trainings.

Preferred Qualifications

1. Knowledge of the local social service system.
2. Impeccable customer service skills.
3. Possess excellent communication skills (writing, spelling, listening, and speaking).
4. Ability to communicate and work with a variety of people from diverse backgrounds.
5. Working knowledge of Community Action and its programs.
6. Cooperate as a team member.
7. Utilize time management techniques.
8. Proficiency in word processing, spreadsheet, database, and presentation software.
9. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. High School Diploma or equivalency, and/or
2. One year related experience in social service setting or two years of college.
3. Ability to communicate effectively in both written and oral form.
4. Possess basic math skills.
5. Operate basic office equipment.

- 6. Good telephone communication skills.
- 7. Demonstrate dependable transportation, current insurance, and valid driver's license.
- 8. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	

Missouri Ozarks Community Action

Job title	<i>Housing Assistance Inspector</i>	Grade	<i>6</i>	Class	Non-Exempt
Reports to	<i>Housing Director</i>	Step		Unit	HUD

Job purpose

This is a program/project position based out of central office. Incumbent is responsible for providing the services so specified with job description and by their supervisor. This position is supervised by the Housing Director.

Duties and responsibilities

1. Be completely familiar with all programs offered by the Housing Assistance component of MOCA and have basic knowledge of all MOCA programs.
2. Inform Low-Income families and landlords of program and program requirements.
3. Provide information and assistance to certified families in Housing Quality Standards, search and selection of units and other information that will assist the family in successfully entering program.
4. Inspect homes to insure quality standards are met. Perform relating scheduling and follow-up inspections.
5. Establish a working relationship with participant families and landlords to facilitate and insure that all program requirements are met and foster good relations between tenants, landlords and the agency
6. Recruit families and landlords when necessary.
7. Refer families to other services.
8. Assist Housing Director in all program requirements and activities that have a bearing on program success.
9. All other duties as assigned.

Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Establish and maintain good working relations with other service providers, including co-workers and community.
3. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
4. Adhere to MOCA policies and procedures, and Community Services policies and procedures.
5. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
6. Attend all staff meetings and required trainings.

Preferred Qualifications

1. 4 years' experience similar to duties required of this position.
2. Knowledge of the local social service system.
3. Impeccable customer service skills.
4. Possess excellent communication skills (writing, spelling, listening, and speaking).
5. Must possess general knowledge of housing structures in regard to condition, safety, and repair.
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Utilize time management techniques.
10. Proficiency in word processing, spreadsheet, database, and presentation software.
11. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. High School Diploma or equivalency, and/or
2. One year related experience in the housing field
3. Ability to communicate effectively in both written and oral form.
4. Possess basic math skills.
5. Demonstrate dependable transportation, current insurance, and valid driver's license.
6. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	