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| Job Title: | **Home Repair Program Specialist** |
| Department: | **Community Services** |
| Reports to: | **Home Repair Program Coordinator, Building Performance and Home Repair Program Manager, Community Services Director** |
| Grade: | **PS1** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Steve Taylor** |
| Date: | **April 19, 2016** |
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| Purpose:  As a member of the Home Repair Program, the Home Repair Program Specialist is responsible for assisting in the daily operations of the program and the completion of grants to government and/or private institutions. | |
| Essential functions:   * Supports the activities involved in each project undertaken by the program. * Process applications and maintain department files. * Attend MSHDA/MEDC as needed. * Attend NeighborWorks trainings, as necessary. | |
| Position Objectives:   * Assist in and/or with the completion of grant applications. * Achieve production goals. * Maintain all administrative standards required for the program. | |
| **Measured by:**   * Employee reviews * Monitoring results * Client satisfaction surveys | |
| **Minimum Education:**   * High school diploma. * AA, AS degree in human services or housing development fields, or equivalent experience. | |
| **Minimum Experience:**   * General computer and writing skills. * Strong background in Excel, Word, and Outlook. * Knowledge of construction codes and techniques * Knowledge of HUD standards. * Grant writing experience preferred. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Experience with Excel and Excel based software. * Ability to create spreadsheets, including formulas, graphs, and reports. * Experience with all other MS platforms and be able to write simple business letters. * Must be able to speak in front small groups of people. * Filing experience, multi-tasking, customer service, and graphic arts experience preferred. | |
| **Minimum Physical Expectations:**   * Must be able to lift 20lbs. * Ability to sit for extended periods at a computer workstation. * Must be able to type at 40 wpm with accuracy. | |
| **Minimum Environmental Expectations:**   * Must be able to work in an office setting and in homes around various allergens without reaction. | |