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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.
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| Position Objectives:* Assist in and/or with the completion of grant applications.
* Achieve production goals.
* Maintain all administrative standards required for the program.
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| **Measured by:*** Employee reviews
* Monitoring results
* Client satisfaction surveys
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| **Minimum Education:*** High school diploma.
* AA, AS degree in human services or housing development fields, or equivalent experience.
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| **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.
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| **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.
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| **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.
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| **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.
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| **Minimum Environmental Expectations:*** Must be able to work in an office setting and in homes around various allergens without reaction.
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