



**Position:** Healthy Homes Coordinator

**Location:** 240 Cadwell Drive, Springfield, MA 01104

**Reports to:** Senior Manager of HRSN-Healthy Homes Program

**Standard Hours-** Mon-Fri 8-4

**About Revitalize CDC:** Since Revitalize CDC's ([RevitalizeCDC.com](http://RevitalizeCDC.com)) inception in 1992, the organization has completed almost 1,500 homes with the help of 10,000 volunteers investing \$42 Million into Western Massachusetts. In the past year, Revitalize CDC served over 2,300 low-income families with children, elderly citizens, military veterans and people with special needs. Revitalize CDC focuses on making meaningful improvements on homes to help reduce energy use, save money, and create a safe, healthy and sustainable living environment for residents. We offer a rewarding environment for individuals interested in public health, housing, environmental justice, policy and green careers.

**Our Mission:**

"Revitalizing homes, neighborhoods and lives through preservation, education and community involvement."

We believe in a safe, healthy and energy-efficient home for everyone and perform critical repairs, modifications and rehabilitation on the homes and non-profit facilities of low-income families with children, military veterans, the elderly and people with disabilities.

**Position Description:**

The Healthy Homes Coordinator will work directly with clients to assist in coordinating all aspects of the HRSN (Health Related Social Needs)-Healthy Homes Program. (<https://www.mass.gov/masshealth-health-related-social-needs-services>) These clients are renters or homeowners in need of a healthy home assessment, a "prescription" of supplies such as HEPA Vacuums, air purifiers, etc., and coordination of home repairs. This position is a hybrid remote/in office/on site position. It requires travel mostly around Hampden county but may include the entire Pioneer Valley and occasional weekend/evening hours.

**Position Tasks:**

- Perform approximately 5-10 home visits per week to conduct in-home environmental assessments and supply deliveries.
- Coordinate necessary home repairs, including obtaining job estimates, scheduling contractors, ensuring project thoroughness and completion
- Maintain client management records to track the scope of work and program status
- Ensure clients remain eligible for HRSN services throughout the duration of the program
- Complete administrative activities such as submitting invoices, ordering supplies, and responding to community partners in a timely manner
- Report data in compliance with standards and regulations and assist management in regular program reporting
- Assist in volunteer projects as needed, including coordinating construction materials and oversee workday logistics
- Maintains inventory of supplies, materials and equipment located in warehouse; distributes materials, equipment, in-kind donations and supplies as needed
- Participate in weekly and other team meetings as appropriate
- Regularly update and enhance RCDC's program activities on healthy homes, energy efficiency and other home-based environmental health issues using the most up to date environmental research and knowledge
- Conduct RCDC trainings to health and housing professionals, community-based organizations, property owners, parents, and community residents
- Provide outreach to low-income and diverse communities through representation at meetings, health fairs, and other events;
- Support broad mission and policy efforts and initiatives of RCDC; other duties as assigned related to organizational mission.

**Qualifications**

*Preserving affordable homeownership and revitalizing our community*



- Proficient with Microsoft Office Suite and data collection, capture and tracking methods.
- 1-3 Years experience in client centered work, nonprofit, or related industry
- Willingness to be flexible, adaptable and work as a team with clients, volunteers and staff.
- This position requires frequent sitting, standing, traveling, walking, talking or listening and driving. It also requires frequent climbing of stairs and/or ladders, crawling, squatting, kneeling or bending. Ability to deal with physically demanding requirements including lifting a minimum of 30 pounds without assistance.
- Ability to organize and maintain appropriate records and documentation.
- Excellent oral and written presentation skills.
- Ability to think creatively with excellent problem-solving skills
- Sensitivity to cultural diversity and complex needs including health and housing issues

**Requirements**

- Ability to work with diverse populations
- Ability to work a flexible schedule that may include evenings or weekends depending on the organization's needs
- Positive and can-do attitude
- Ability to take initiative and work in a fast-paced and sometimes demanding work environment
- Willingness to adapt to different work environments and represent the organization in a professional manner
- Willingness to learn and grow

**Preferred Qualifications**

- Bachelor's degree from an accredited college or university desired;
- Spanish language proficiency desired;
- Knowledge of safety and health issues such as VOCs and how to mitigate mold/mildew/allergens, etc.;
- Energy efficiency/building sciences training;
- Knowledge of building codes (local, state and federal) including inherent problems associated with older and multi-family homes, including safety and health factors;

**Specific Requirements**

This position will be assigned duties that require the operation of a motor vehicle. The incumbent must maintain access to a motor vehicle and possess a motor vehicle operator's license valid in the State of Massachusetts. This position requires Flu vaccine, COVID-19 vaccine and booster.

**AA/EOE/ADA**

Women and minorities are encouraged to apply. Employment is contingent upon successful completion of Criminal Offender Record Check (C.O.R.I.) and driving record check.

Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer.