



Revitalize

Community Development Corporation

Colonial Block Building
1145 Main Street, Suite 107
Springfield, MA 01103
Tel: 413-788-0014
HYPERLINK
"http://www.RevitalizeCDC.com"
www.RevitalizeCDC.com

Position: Safe and Healthy Homes Coordinator

Location: 1145 Main Street, Suite 107, Springfield, MA 01103

Reports to: Safe and Healthy Homes Manager

Standard Hours- Mon-Fri 8-4

About Revitalize CDC: Since Revitalize CDC's ([RevitalizeCDC.com](http://www.RevitalizeCDC.com)) inception in 1992, the organization has completed almost 1,100 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 Safe & Healthy Homes Coordinator will work directly with clients from our various programs and assist in coordinating all aspects of programs including Flexible Services Programs (Asthma, Asthma Repairs, and Nutrition Rx), #GreenNFit volunteer projects, HUD Healthy Homes, and Veterans Grants. These clients and homeowners are in need of a healthy home assessment, "prescription" of supplies such as HEPA Vacuums, air purifiers, etc., coordination with contractors, and supply delivery. This position is a hybrid remote/in office/on site position. It does require travel mostly around Hampden county but may include the entire Pioneer Valley and occasional weekend/evening hours.

Project Management

- Perform approximately 5-10 home visits per month to provide one on one education sessions covering methods to improve and maintain the health, safety, and energy efficiency of clients' homes and developing long-term home maintenance plans
- Maintain production schedules as defined by funding contracts, regulations, and agency directives
- Prepare individual client assessments and client action plans
- Maintain detailed and concise records of family meetings using RCDC's data collection system called Efforts-to-Outcomes
- Report data in compliance with standards and regulations and assist management in regular program reporting
- Complete all site inspections with program manager and oversee the volunteer workday teams
- Assist in volunteer projects as needed, including coordinating construction materials and oversee workday logistics
- Coordinates purchases and follow up construction work
- Maintains inventory of tools, supplies, materials and equipment located in storage unit; distributes materials, equipment, in-kind donations and supplies as needed
- Inspects and assesses homes before and after projects to ensure thoroughness and completion
- Complete and performs follow-up home repairs, project oversight including in-progress and final quality control inspections
- Participate in weekly and other team meetings as appropriate
- Regularly update and enhance RCDC's resident education curriculum and training modules on Healthy Housing, 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.
- Maintain appropriate records, i.e. lead tests, subcontractor insurance and license information



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Qualifications

- Proficient with Microsoft Office Suite and data collection, capture and tracking methods.
- Ability to organize and maintain appropriate records and documentation.
- Excellent oral and written presentation skills.
- Ability to think creatively with excellent problem-solving skills
- 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.
- Additional appropriate education or related experience may be substituted for certifications.
- Sensitivity to cultural diversity and the needs of individuals with low-incomes.

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 safe and healthy 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;
- Strong construction/skilled trades (carpentry, electrical, plumbing, etc.) understanding.

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.

Salary \$50,000 and benefits: <https://www.revitalizecdc.com/careers>

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