



Job Description

Aging in Place Coordinator

Position Type: Full-time **Reports to:** Repair Coordinator

Position Summary: The Aging in Place Coordinator leads on-site critical repair work for elderly and disabled members served by the affiliate. They serve as the face of Habitat on our repair sites, requiring strong construction skills as well as excellent interpersonal skills and ability to lead volunteers.

Responsibilities:

- Work with Repair Coordinator to understand funding availability, grant requirements and scope of repair projects
- Provide the necessary administrative details for related grant reporting
- Serve as point of contact for homeowner applicants throughout the repair process, providing information and details as well as fostering a positive homeowner/affiliate relationship
- Manage all components of assigned repair projects including permitting, construction, subcontractor coordination, scheduling and follow-up
- Provide oversight to subcontractors ensuring work is performed in a timely manner
- Communicate effectively with Repair Coordinator and Construction Director to ensure all construction and ancillary objectives are met
- Ensure that Habitat construction sites are in accordance with county/city/state codes, and adhere to the mission of Habitat for Humanity of the NC Sandhills
- Code bills for assigned repairs in accordance with overall project and affiliate budget
- Train staff and volunteers about construction and appropriate safety measures
- Seek ways to improve building practices and find material cost savings opportunities
- Improve construction processes with the goals of going greener, recycling and reducing waste
- Act as a role model, spokesperson and positive leader for Habitat's mission on all construction sites
- Other duties as assigned by the Leadership Staff

Required Skills/Experience/Physical Requirements:

- Minimum 2-3 years of experience in construction and/or management
- College degree in related field and/or equivalent life experience
- Valid North Carolina driver's license
- Able to lift 50lbs, to sit, walk, carry, push, pull, climb and bend.
- Able to work with temperature extremes, loud noises and other adverse working conditions associated with outdoor work

7/23/20