

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : Weatherization Assistance Program (WAP) Specialist

SALARY GRADE : 9

FLSA STATUS : Exempt

REPORT TO : Weatherization Program Coordinator

SUPERVISES : None

INTRODUCTION

The Weatherization Assistance Program Specialist is responsible for assisting with the proper implementation of the Weatherization Assistance Program (“WAP”) and Weatherization Assistance Program/Low-Income Home Energy Assistance Program (WAP/LIHEAP). The WAP Specialist will assist with screening applications; provide assistance with application process to district staff; complete home audits to qualified clients; install small measure devices (LED lightbulbs, kitchen and bathroom aerators, shower heads, power strips and smoke alarms, etc.); climb up and down a ladder, maintain client case folders; record completion of installation of energy devices and energy conservation education; assist in ensuring complete, accurate, and timely records and the timely submission of reports; and accurate tracking of data for outcome measures and reporting purposes. The WAP Specialist will work with the Weatherization Program Coordinator in conducting and facilitating program activities and assist in performing all other duties as required.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic, and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships, and partnerships. The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decision in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for

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continuous learning, personal development, and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following along with other duties that may be assigned:

- Must be able to climb up and down a ladder
- Must be able to install small measure devices such as LED lightbulbs, kitchen and bathroom aerators, shower heads, power strips and smoke alarms, etc.
- Coordinate and assist District Service Center staff with completing client applications;
- Coordinate delivery of program services to eligible clients;
- Conduct Energy Efficient education to eligible clients and communities;
- Coordinate home visits with clients;
- Respect and support cultural differences and diverse family structures;
- Maintain client and case-files, and other physical and electronic records in line with program requirements and guidelines;
- Assist with the preparation of program audits;
- Account for work time and job results for each work assignment;
- Clerical/administrative duties including answering phones and data entry;
- Develop forms and systems for documentation and reporting;
- Assist Program Coordinator with gathering required compliance data from vendors and contractors in line with program requirements;
- Maintenance, care, and inventory of tools, equipment, and supplies;
- Plan, coordinate, and participate in the implementation of training sessions and other related projects;
- Document and submit completed work orders to immediate supervisor in a timely manner; and
- Execute and perform other duties as required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Associate's degree in business, social work, or a related field is preferred but not required.

EXPERIENCE

1 year experience providing social services to low-income families or related work is preferred but not required.

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CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license and an automobile that is properly licensed and insured.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Ability to plan, develop and coordinate program activities to meet organizational objectives and goals.
- Ability to gather, interpret data, to reach logical conclusions and make recommendations.
- Ability to formulate new administrative forms, prepare, and submit reports.
- Strong computer skills.
- Strong instructor/teaching skills.
- Ability to monitor programs for compliance with laws, contracts, and RFP's.
- Ability to assess training needs and conduct training.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the characteristics of low-income areas and the community resources on Oahu.
- Knowledge of the multi-ethnic cultures common to Oahu.
- Ability to work with minimal supervision.
- Ability to use power tools and measuring devices safely and accurately.
- Good interpersonal skills. Tactful, mature, flexible, and able to get along with diverse personalities.
- Excellent organizational skills.
- Skillful in establishing and maintaining positive, effective working relationship with co-workers, community partners, customers, monitors, and funding source representatives.
- Ability to learn and adapt.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting			X
Walking/standing			X
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)			X
- heavy (over 20 lbs)		X	

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Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X