

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : Weatherization Assistance Program Specialist I

SALARY GRADE : 7

FLSA STATUS : Non-exempt

REPORT TO : Weatherization Assistance Program Manager

SUPERVISES : None

INTRODUCTION

The Weatherization Assistance Program Specialist I is responsible for assisting with the proper implementation of the Weatherization Assistance Programs. The WAP Specialist I will assist with screening applications, aid with the application process to District Service Center staff, and complete home audits for qualified clients. The WAP Specialist I will work with the Weatherization Program staff 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 decisions in a timely manner.

6. Self-Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES

- Must be able to climb up and down a ladder
- Assist District Service Center staff with completing client applications;
- Assist with conducting energy efficient education to eligible clients and communities;
- 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;
- Clerical/administrative duties includes incoming calls and data entry;
- Assist with maintenance, care, and inventory of tools, equipment, and supplies;
- Attend mandatory training and staff meetings;
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function 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

A high school diploma/GED is minimally required. An associate's degree in human services, social work, business or a related field is preferred.

EXPERIENCE

One year of experience providing community services, outreach, information and referral services to individuals, families and groups in the community, as well as low-income and underserved populations is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and have daily access to an insured automobile. Mileage reimbursement available.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Ability to plan, develop and coordinate program activities to meet organization objectives and goals.

- Ability to communicate and work effectively with people of diverse social, economic, and racial backgrounds.
- Ability to gather, interpret data, to reach logical conclusions and make recommendations.
- Strong computer skills.
- Ability to assess training needs and conduct training.
- Must be able to work with minimal supervision.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Good organizational skills
- Skillful in establishing and maintaining a positive and effective working relationship with co-workers, community partners, monitors, and funding sources representatives.
- Ability to learn and adapt quickly.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Rarely	At Times	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	
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