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**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rarely</th>
<th>At Times</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Locations: in doors</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Work Locations: outdoors</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Work Locations: sitting</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Walking/standing</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bending/crouching/reaching, etc.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lifting/carrying - light (up to 10 lbs.)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>- medium (11 to 20 lbs.)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>- heavy (over 20 lbs.)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Contact with hazardous materials</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dust, smoke, odors, noise, etc.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Travel - inter-island</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Travel - long distance (mainland, international)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use standard office equipment (including PC keyboard)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>