

## **HONOLULU COMMUNITY ACTION PROGRAM, INC.**

### **POSITION DESCRIPTION**

**POSITION TITLE : Weatherization Assistance Program Specialist II**

**SALARY GRADE : 9**

**FLSA STATUS : Exempt**

**REPORT TO : Weatherization Assistance Program Manager**

**SUPERVISES : None**

### **INTRODUCTION**

The Weatherization Assistance Program Specialist II will assist with screening application to low income clients; aid with the screening and application process to district staff; assisting with convey information to and from installers; maintain client case folders; record completion of installation of energy devices and energy conservation education.

### **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
- Must be able to install small measure devices such as LED lightbulbs, kitchen and bathroom aerators, shower heads, power strips and smoke alarms, etc.
- Assisting District Service Center staff with completing client applications;
- Assisting in delivery of program services to eligible clients;
- Conduct Energy Efficient education to eligible clients and communities;
- Conduct home visits with clients;
- Maintain client and case-files, and other physical and electronic records in line with program requirements and guidelines;
- Clerical/administrative duties including answering phones and data entry;
- Assisting in maintenance, care, and inventory of tools, equipment, and supplies;
- Assisting in planning, coordinating, and participating in the implementation of training sessions and other related projects;
- Attend mandatory training and staff meetings;
- Assist with the preparation of program audits;
- Gather required compliance data from vendors and contractors in line with program requirements;
- Develop forms and systems for documentation and reporting;
- Document and submit completed work orders to immediate supervisor in a timely manner;
- Plan, coordinate, and participate in the implementation of training sessions and other related projects;
- Monitor, calculate, and verify program running averages to ensure compliance with program standards;
- Execute and perform other duties as 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**

An associate's degree in human services, social work, business or related field is minimally required. A bachelor's degree in human services, social work, business or a related field is preferred.

## **EXPERIENCE**

Two 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.
- 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.
- Must be able to work with minimal supervision.

## **DESIRED SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of the social and community resources throughout O'ahu.
- 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 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			<b>X</b>
Work Locations: outdoors		<b>X</b>	
Work Locations: sitting			<b>X</b>
Walking/standing			<b>X</b>
Bending/crouching/reaching, etc.			<b>X</b>
Lifting/carrying - light (up to 10 lbs.)			<b>X</b>
- medium (11 to 20 lbs.)			<b>X</b>
- heavy (over 20 lbs.)		<b>X</b>	
Contact with hazardous materials	<b>X</b>		
Dust, smoke, odors, noise, etc.		<b>X</b>	
Travel - inter-island	<b>X</b>		
Travel - long distance (mainland, international)	<b>X</b>		
Use standard office equipment (including PC keyboard)			<b>X</b>