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 (2) 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			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