HEALTHY HOMES MANAGER

Description
Healthy Homes will assist individuals and/or families to alleviate housing-related health, safety hazards and deficiencies that cause multiple diseases and injuries in the home. Will act as advocate for individuals and families as necessary and serve as liaison between CAAGKC and community partners. This program addresses mold, lead, allergens, asthma, carbon monoxide, home safety, pests, radon, and more.

Responsibilities
1. Manage department and supervise staff
2. Ensure all work performed is in compliance with all Federal, State and agency regulations and guidelines
3. Ensure the program is implemented in all three (3) counties
4. Oversee department budget
5. Report program outcomes
6. Work closely with Fiscal and Quality Assurance department to ensure compliance according to grantor’s guidelines
8. Develop and maintain sealed bids with contractors
9. Ensure contractors have certificate of insurance with worker compensation insurance included per grantor’s requirement
10. Approve payment to contractors
11. Establish and continue coordination with community partners, health providers
12. Ensure all staff maintain compliance with company safety policies and procedures
13. Knowledge and willingness to hotline situations according to State of Missouri requirements
14. Communicate with community partners and contractors on a routine/scheduled basis
15. Connect families with needed community resources, follow up with families and agencies to document the use and success of referrals
16. Document all interactions into database and assign tier to home base findings
17. Keep inventory of supplies and materials
18. Perform excellent customer service to customers, vendors, and staff by telephone, in person and/or in writing
19. Adjust to frequent change in duties and procedures
20. Be non-judgmental and objective in working with clients, vendors and coworkers
21. Work independently and/or team setting
22. Perform community outreach and facilitate educational workshops
23. Ability to work effectively and efficiently in high stress situations
24. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
25. Inform participants of other CAAGKC programs and services they may qualify for
26. Any other duties as assigned

Qualifications
1. Health Education Specialist or Health Home Specialist Credential
2. Experience working with contractors
3. Community health worker experience
4. Problem solving skills

Requirements

1. Bachelor degree in Social Work, Human Services, or a related field
2. Five years managerial experience
3. Experience providing housing, environmental health or public health assistance to individuals or families
4. Ability to read, comprehend, and follow training manual guidelines and procedures
5. Ability to work with the public
6. Excellent listening and assessment skills
7. Experience with email, facsimile machine, scanner and copier
8. Proficient in alpha-numeric filing, Microsoft Office products: word, excel, and outlook and ability to learn State agency database
9. Reliable transportation, valid driver license, and maintain active car insurance
10. Some evenings and weekends required occasionally

Physical Demands

Sitting – 50%
Standing – 30%
Bending – 10%
Lifting – 10% (Ability to lift at least 25 lbs. or less)

Work Environment:

Inside – 80%
Outside – 20%