



## **Employment Opportunity Critical Home Repair Coordinator**

### **Position Overview**

This full time position is responsible for managing the Critical Home Repair Program. Duties include taking Critical Home Repair Applications, assessing requests for repairs, and communicating and interacting with clients, vendors, co-workers, and volunteers. Full-time position includes health insurance benefit, short-term disability, PTO, holidays, retirement, and Employee Assistance Program (EAP).

Pay range: \$18-21/hour

### **Essential Job Functions**

- Complete applications and intake for clients requesting Home Repair Services
- Schedule and complete inspections with volunteer(s)
- Make eligibility determinations on repairs requested
- Manage assignments to volunteers and/or contractors
- Ensure contractors licenses and insurances are up-to-date
- Ensure all paperwork and documentation is complete and up-to-date
- Coordinate payments to vendors and reimbursements to volunteers
- Communicate repair opportunities to volunteers based on skills, time, and interest
- Recruit new contractors and volunteers as needed
- Follow up with a final inspection as appropriate
- Enter all Critical Home Repair data into eCW and client paper and electronic files
- Collaborate with the volunteer coordinator to leverage volunteer engagement to expand GC's ability to deliver its mission
- Market program to the community through targeted outreach

### **Requirements**

- Commitment to the mission of the GoochlandCares
- High School Diploma required; Bachelor's degree preferred
- At least two year's related experience in a non-profit setting or equivalent experience
- Ability to work occasional evening and weekend hours
- Fully vaccinated for Covid-19

### **Other Skills/Abilities**

- Ability to make assessments of client circumstances and make decisions with a trauma-informed perspective
- Ability to identify safety issues
- Problem-solving skills
- Be Self-sufficient
- Ability to meet deadlines
- Excellent communication skills
- Strong computer skills
- Close attention to detail
- Ability to interact with a variety of individuals in a kind, professional manner

### **To apply**

Please send resume and cover letter to Heather Salmon, [hsalmon@goochlandcares.org](mailto:hsalmon@goochlandcares.org).

This job posting is not the full job description.

GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

Our mission is to provide basic human services and health care to our Goochland neighbors in need. We are committed to building a healthy, diverse, and inclusive culture where all are treated equitably and are empowered whether receiving or delivering services.