Healthy Homes Coalition's vision is for all children to grow up in healthy homes free of environmental hazards, accomplished through policy and advocacy, outreach and education, direct services, and continuous collaboration.

**JOB DESCRIPTION:** Get The Lead Out (GTLO) Specialist

**STATUS:** Part-time, hourly pay, exempt

**REPORTS TO:** GTLO Coordinator and Executive Director

**GENERAL DESCRIPTION:** The Healthy Homes Coalition is a non-profit organization dedicated to improving children's health and wellbeing by eliminating harmful housing conditions. The GTLO Specialist will work as a part of a team that builds working relationships with families for the purpose of implementing action plans that protect young children from household lead hazards. The GTLO Specialist will be responsible for engaging parents and other key community members with local efforts to fix lead hazards in children's homes. The GTLO Specialist will also promote, process, and follow up with families that apply for the GTLO programs through the City of Grand Rapids. This position involves extensive community contact, including canvassing, home visits, phone calls, and presence at community events.

**RESPONSIBILITIES:** The primary responsibilities of the Get The Lead Out Specialist will consist of, but are not limited to, the following duties:

**Advocacy and Public Policy**
- Raise awareness of and advocate for healthier housing for children by sharing stories from the field
- Promote healthier housing for children when networking with other professionals by encouraging their programs to integrate healthy housing priorities and strategies
- Encourage parent engagement in advocacy

**Communications, Marketing, and Public Relations**
- Conduct grassroots outreach to local families, including Spanish-speaking households and the groups and organizations to which they belong
- Maintain accurate and up-to-date records of outreach activities in Salesforce and outreach event calendar
- Train and coordinate volunteers and interns in support of effective outreach activities
- Visualize and innovate messaging to promote the Get the Lead Out! program in new and effective ways

**Direct Services**
- Identify and contact leads for participation in the Get the Lead Out! Lead Hazard Control program and other programs
- Responsible for managing leads and developing an adequate portion into prospects for program participation
- Help prospects eliminate barriers to application, such as addressing back taxes, procuring insurance, resolving ownership issues, preparing extensive paperwork, overcoming cultural barriers, and English/Spanish translation
- Serve as an advocate to the family and ensuring successful program implementation
- Organize and conduct parent education classes

**Financial Management**
- Comprehend program budget(s)
- Maintain accurate records of all leads and contacts in Salesforce, Accela, and supporting paper files
RESPONSIBILITIES (continued):

Fundraising and Resource Development
- Assist with grant writing as requested by leadership
- Participate in resource development activities as requested, with an emphasis upon sharing stories from the field

Human Resources and Volunteerism
- Work as a part of a direct-service team, supporting coworkers as reasonably requested
- Leverage the support of volunteers as appropriate to maximize the service to the community
- Participate in all required training and achieve learning objectives in a timely manner

Information Management
- Maintain electronic case files in Salesforce and Accela
- Run regular and routine reports sufficient to manage production and report outputs and outcomes

Leadership and Governance
- Provide leadership for volunteers working on outreach activities as requested by supervisor

Legal and Regulatory
- Know boundaries of legal knowledge when consulting with families on their rights and responsibilities, referring as needed

Planning and Evaluation
- Participate in continuous quality improvement activities related to community outreach and engagement activities, including program and budget efficiency and effectiveness
- Seek continuous quality improvement by developing and revising program materials and protocols (as requested by supervisor)

ROLE EXPECTATIONS:
- Content knowledge of children’s environmental health that is up to date with the latest scientific evidence
  - Advanced proficiency with the latest research on how housing impacts children's health (especially lead), with specific attention paid to best practices for resources and interventions
- Working knowledge of housing programs and policy and how local, state, regional systems work with an eye toward systems improvement
  - Advanced proficiency with how local housing programs, policy, and systems work
- Cross-cultural competency
  - Integrates the ability to understand, respect, and effectively engage with people from various cultures

REQUIRED QUALIFICATIONS:
- Spanish bilingual (written and speaking fluency)
- Minimum of Associates of Arts or Science, or equivalent combination of education and experience
- A genuine concern for the health and wellbeing of children
- Ability to work with diverse populations and to understand the challenges and needs of low-income households
- Ability to prioritize and multitask
- Ability to work remotely and/or with minimal supervision while being accountable to organizational leadership
- Ability to meet program objectives and deadlines
- Ability to adapt and execute changes as needed and communicate those changes with all stakeholders
- Must be culturally competent and committed to equity and justice
- Excellent organizational skills with exceptional attention to detail
REQUIRED QUALIFICATIONS (continued):

- Excellent written and oral communication skills
- Working knowledge of customer relationship management (CRM) programs
- Solution-based problem-solving skills
- Dedication to continuous professional growth
- Must possess strong work ethics and integrity
- Efficient time-management skills
- Possess own insured vehicle for transportation and have a valid driver’s license (mileage reimbursement provided)
- Working knowledge of computer skills including but not limited to all Microsoft Office applications

DESIRED QUALIFICATIONS (optional):

- Minimum of 3 years of experience in a professional work environment where project leadership and team collaboration has been required
- Experience with Salesforce
- Training or work experience in the field of environmental health, home repair, and/or social work
- Knowledge of Grand Rapids’ neighborhoods and community resources
- Experience in the non-profit sector preferred

PHYSICAL REQUIREMENTS:
If accommodations are needed, please include a statement of clarification at application.

- Ability to drive a car.
- Ability to communicate clearly by phone and verbal presentation
- Ability to bend over, climb stairs and lift up to 25 lbs
- Ability to stand on stepladder
- Ability to crouch, kneel, reach, and crawl
- Ability to work in an office environment

Healthy Homes Coalition of West Michigan values diversity and inclusion. We are committed to building a diverse staff. We strive to create a workplace that is reflective of the communities we serve. All qualified candidates are encouraged to apply.

CONTACT:
Please send your resume with a cover letter, including your salary expectation, to:

Hana Salmoran at hana@healthyhomescoalition.org