Healthy Homes Coalition of West Michigan is a non-profit organization dedicated to improving children's health and wellbeing by eliminating harmful housing conditions. Our 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:** Healthy Housing Specialist

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

**REPORTS TO:** Program Manager

**GENERAL DESCRIPTION:** The Healthy Housing 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 environmental hazards. This position involves extensive community contact, including canvassing, home visits, phone calls, and presence at community events.

**RESPONSIBILITIES:** The primary responsibilities of the Healthy Housing 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**
  - Support and assists in coordinating general outreach efforts
  - Identify noteworthy stories from the field for featuring an assist with story development
  - Serve as spokesperson for the program at public and/or media events as requested

- **Direct Service**
  - Successfully guide 50+ families per year with intensive education and one-on-one support following an existing protocol. Safeguard additional families with less intensive activities
  - Examine homes for environmental hazards by visual assessment and educates families how to do the same
  - Produce assessment reports that identify and analyze found hazards and include realistic recommendations for the family to address hazards
  - Assist families with crafting Family-Centered Action Plans to assign responsibilities and resources for addressing the found hazards
  - Educate families about environmental health concerns and appropriate methods to reduce or eliminate found hazards
  - Assist families with implementing interventions, such as arranging for supplies and contract labor
  - Cultivate active relationships with families so that they become empowered
  - Assist with family connections to relevant community resources and partner organizations
  - Always demonstrate professional confidentiality; protecting the rights of clients and their families, ensuring that confidentiality is maintained
  - Possess own insured vehicle for transportation and have a valid driver’s license (mileage reimbursement provided)
RESPONSIBILITIES (continued):

Financial Management
- Comprehend program budget(s) and provide quality program services within established budget(s).
- Reconcile monthly expenses against program budget, alerting the Executive Director to any projected overages/shortages

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

Human Resources and Volunteerism
- Work as a part of a direct-service team, supporting coworkers as reasonably requested, with special attention to building the capacity of new employees
- 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
- Support on-the-job training for all new direct-service staff
- Maintain and implement an on-the-job training regimen for all new direct-service staff
- Continually assess employee knowledge and skill base and ensure adequate training

Information Management
- Maintain accurate records of all leads and contacts in Salesforce and supporting paper files
- Review regular and routine reports to assist with managing production
- Utilize computer-assisted home assessment tools

Leadership and Governance
- Provide leadership for volunteers assisting with direct services
- Provide leadership and guidance to the team of Healthy Housing Specialists, including initiating activities to meet budget and performance metrics

Legal and Regulatory
- Conduct home assessment and case management activity in full compliance with federal, state, and local laws and in keeping with industry standards

Planning and Evaluation
- Participate in continuous quality improvement activities related to direct services, including program and budget efficiency and effectiveness
- Assist with the development and revision of program materials and protocols to promote continuous quality improvement
- Facilitate the development and revision of program materials to promote continuous quality improvement and protect the integrity of the program

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 policies 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
- Establishing and Maintaining Collaborative Relationships
  - Develop and maintain collaborative working relationships with other organizations, with contractors and their staff, and how they contribute to the growth of the program
- Spanish speaking optional. Proficiency in writing, speaking, and communicating in Spanish
- The work schedule is generally between 9:00am and 5:30pm Monday through Friday, with occasional evening and weekend hours required
REQUIRED QUALIFICATIONS:
- Spanish bilingual
- Minimum of Associates of Arts or Science, or equivalent combination of education and experience
- Ability to work remotely and/or with minimal supervision while being accountable to organizational leadership and the team
- Possess own insured vehicle for transportation and have a valid driver’s license (mileage reimbursement provided)
- Ability to develop and maintain collaborative working relationships with other organizations, contractors, and their staff
- Ability to meet program objectives and deadlines
- Ability to manage complex, multifaceted projects
- Must be culturally competent and committed to equity and justice
- Excellent organizational skills with exceptional attention to detail
- 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
- Pleasant, outgoing, and welcoming personality that can adapt to a variety of personalities
- Experience in the non-profit sector preferred

DESIRED QUALIFICATIONS (optional):
- Bachelor’s degree in health, social services, sciences, public administration, or similar degree
- Program or project development and/or management experience

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

BENEFITS:
- Holiday pay
- Paid time off
- Dental insurance
- Health insurance
- 403b retirement plan with 10% employer match

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:

Jameela Maun at jameela@healthyhomescoalition.org and

Hana Salmoran at hana@healthyhomescoalition.org