



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 home visits, canvassing, 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:

- Conduct home assessment and case management activities in full compliance with federal, state, and local laws and in keeping with industry standards
- Educate families about environmental health concerns and appropriate methods to reduce or eliminate found hazards
- Examine homes for environmental hazards by visual assessment and educate families on how to do the same
- Assist families with creating and implementing Family-Centered Action Plans for addressing the found hazards
- Maintain accurate records of all cases and potential leads in Salesforce and supporting paper files
- Assist with family connections to relevant community resources and partner organizations
- Cultivate active relationships with families so that they become empowered
- Encourage parent engagement in advocacy
- Help 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
- Support and assists in coordinating and implementing outreach efforts and community events
- 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)
- Participate in resource development activities as requested, with an emphasis upon sharing stories from the field
- Work as a part of a direct-service team and supporting coworkers as reasonably requested
- Participate in all required training and achieve learning objectives in a timely manner
- Participate in continuous quality improvement activities related to direct services, including program and budget efficiency and effectiveness
- Other tasks as required by organizational Leadership Team

**ROLE EXPECTATIONS:**

- Stay up to date on the following:
  - children's environmental health
  - best practices for resources and interventions

**ROLE EXPECTATIONS (continued):**

- local housing programs, policy, and systems
- Be culturally competent and participate in trainings around Diversity, Equity, and Inclusion
- Establish and maintaining collaborative relationships with other organizations
- The work schedule is generally between 8:30am and 5:30pm Monday through Thursday, and 8:30am – 12:30pm on Friday, with occasional evening and weekend hours required

**REQUIRED QUALIFICATIONS:**

- 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):**

- Spanish bilingual
- 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
- Sick time
- 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:

Hana Salmoran at [hana@healthyhomescoalition.org](mailto:hana@healthyhomescoalition.org)