

HOUSING RESOURCES BAINBRIDGE JOB DESCRIPTIONS

Independent Living Project Coordinator

Summary and Purpose:

The Independent Living Program provides health and safety modifications in the homes of qualified disabled or elderly residents of Bainbridge Island in order to improve and maintain independence at home. The Independent Living Project Coordinator assists with all aspects of the program by providing information to potential clients, assisting clients with application to the program, working with the IL Manager to assess each potential project and to coordinate subcontracted improvements.

Reports to: Executive Director

Schedule: 20-24 hours per week (generally Monday – Thursday, between 9am-5pm)

Responsibilities of this position:

1. Responds promptly to requests for information regarding the Program.
2. Meets with clients in their home to identify health and safety needs and to determine financial eligibility for the Program.
3. Assists client as needed with completing program application.
4. Oversees the Occupational Therapist's assessment of the client's current and future needs at home and shares these findings with the client.
5. Secures job estimates with subcontractors for home modifications. Confirms L&I accreditation is currently in force.
6. Develops client proposals for qualifying improvements. Introduces and schedules subcontractors with clients.
7. Acts as general contractor managing subcontractors' work in the client's home and is the liaison between subcontractors and client.
8. Provides community resources and referrals for services beyond the scope of Independent Living or HRB.
9. Works to recruit and maintain relationships with local contractors for the IL Program.
10. Assists with marketing and promotion of the IL Program on Bainbridge Island with outreach to medical groups, care providers, service and religious organizations.
11. Maintains positive relationships with and knowledge about the programs of partner organizations such as Helpline House, Kitsap Community Resources, Bainbridge Island Senior Community Center, and Island Volunteer Caregivers.
12. Track project costs with Accounting within parameters of the IL budget

13. Provide regular reporting information for required grantor reports and for IL Program Manager.

Requirements/Qualifications:

1. Bachelor's degree in social work or related field such as gerontology, counseling, rehabilitation, or psychology desired. Associate's degree is required.
2. Experience with assessing and working with older adults and individuals and families with mental or physical disabilities and different racial, cultural, or economic backgrounds.
3. Direct or indirect experience contracting home repairs and some knowledge of residential ADA installation standards.
4. Familiarity and experience with Kitsap County housing resources and affordable housing in general desired, but not required.
5. Familiarity with federal, state, and local resources for aging populations preferred.
6. Must be a team player, problem solver, and attentive listener, able to communicate with respect and patience to a wide variety of people. Must be flexible to respond to changing demands.
7. Must be able to maintain a high level of integrity and confidentiality.
8. Competent with MS Word, Excel, and other office based technology required. Familiarity with SalesForce data base desired.
9. Must have valid Washington State Driver's License and reliable transportation to visit client homes and attend other meetings. Mileage is reimbursed.

To Apply:

Please send resume and cover letter to phedra@housingresourcesbi.org

Position closes 8/30/2019

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MAINTENANCE ASSISTANT

Summary and Purpose:

This is an entry level position into Affordable Housing Maintenance with potential for personal and professional development. Primary responsibility will be the improvement and upkeep of curb appeal on scattered site multifamily properties. This role also works with Lead Maintenance Technician on work orders in units and turn-over of vacant units.

Reports to: Facilities Manager

Schedule: Monday – Friday, 8am-5pm. Position also requires on-call status for emergencies (with compensation) 3 times per year.

Responsibilities of the Position:

1. Upkeep and improvement of grounds to include mowing, weeding, trimming, blowing, and trash pickup.
2. Performs repairs as needed in common areas.
3. Assist Lead Maintenance Technician with standard work orders in multifamily units.
4. Assists Lead Maintenance Technician with turn-over of vacant units.

Requirements/Qualifications:

1. High school diploma or GED required.
2. Two years' experience in a similar field is desired
3. Mechanical aptitude is a plus
4. Must have the ability to work independently on assigned tasks.
5. Excellent communication skills.
6. Must be able to work outside in all kinds of weather.
7. Physically able to climb step ladders (extension ladders a plus but not required)
8. Must be able to lift and carry 50lbs and stand for extended periods of time.
9. Must be able to operate power tools safely.
10. Must pass background and reference check
11. Must be able to provide own transportation to properties. Mileage is reimbursed.

To Apply:

Please send resume and cover letter to jeanette@housingresourcesbi.org
Position closes 8/30/2019

HOUSING RESOURCES BAINBRIDGE IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND EMPLOYER.