

Job Title: Home Rehab Support Specialist	
Reports to (Immediate Supervisor): Weatherization Coordinator	
Revision Date:	2-1-2021

Position Summary: Provide efficient support to the Weatherization Department, Housing Department, Fiscal Office, and the total Agency. Works in cooperation with the Weatherization Coordinator on day-to-day operations for the agency and the Weatherization Program.

Education: High school education required. Post-secondary education is beneficial.

Experience: Experience is not required.

Complexity of Duties: Accuracy in processing applications, analyzing documents, and preparing files for reports is required. Time management practices are necessary in all aspects of work

Communication: Communication skills are important.

Process or Equipment: Applicants will need to have computer skills in spreadsheet, database, word processing and online customer databases.

Confidential Information: Confidentiality is required of all information obtained through this position.

Supervision of Others: This position does not require supervision of others.

Effort: Applicants should have interest and concern for the philosophy and concept of NESDEC, GROW South Dakota, and NESDCAP (all doing business as GROW South Dakota).

Mental or Visual Demand: Job duties require computer use and valid driver's license for travel to clients.

Environment and Working Conditions: Job duties are primarily in office setting. Travel may be required but will be minimal.

Essential Job Functions:

- Become familiar with program standards and guidelines. Stay abreast of changes/modifications in the various programs such as DOE Weatherization, Low-Income Energy Assistance Program, and other relevant regulatory requirements.
- Distribute and explain educational/consumer related materials and explain work to be completed at the home to the client.
- Coordinate program-monitoring schedules and provide corresponding paperwork.
- Process applications, verify income, set up files, update handbooks and files, work with Microsoft Office products such as Word and Excel.
- Become familiar with Salesforce and other customer data input programs.
- Prepare, send and maintain records of landlord bills and payments for rental units.
- Responsible for checking appropriate signatures on all paperwork deemed necessary for file

documentation including items such as contracts, inspection forms, client education forms, lead base paint notification forms and other per current agency policy.

- Check out files to weatherization auditors and provide written correspondence to clients when requested.
- Attend weatherization meetings.
- Communicate with other staff and supervisors regarding daily and projected work.
- Attend program related seminars, workshops, conferences, training and/or other job related training sessions, as assigned by the CEO or Weatherization Coordinator.
- Assist in maintaining all the records and other tasks for the Agency. Tasks may include but are not limited to:
 - Assist with preparation of housing related bills for payment;
 - Reconcile purchase orders and collaborate with fiscal to maintain accurate financial reports;
 - Accurately compile, copy and complete required documents;
 - Prepare accurate correspondence for various agency programs, approval, disapproval, award letters, etc...
 - Maintain individual client folders and determine if proper documentation is in the file;
 - Answer correspondence when appropriate with responsibility for, but not limited to, correctness of grammar, spelling, punctuation, format, addresses and/or signature block with timely preparation and distribution;
 - Answer, direct, transfer and/or take messages for telephone calls;
 - Routine office tasks including copy documents; Agency filing; Interoffice routing; Check files for updated information such as financials, insurance and or other program/agency requirements; Greet and provide information to walk in clients and/or general public;
 - Responsible for providing additional support when the Agency is working on special projects as required in order to meet deadline dates;
 - Transcribe into final form letters and reports.
- Compile and enter information on various agency software programs.

Other Duties & Responsibilities:

- Make posters, ads or other marketing products
- Assist with Agency vehicle maintenance and daily upkeep.
- Assist with various maintenance duties at GROW SD offices and properties.
- Strive to meet agency strategic plan goals.

Acknowledgment: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the CEO or management staff. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as mutually agreed upon with the CEO.

Signature of Employee

Date



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038
 Website: growsd.org Email: info@growsd.org

Application for Employment

Date _____

Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Employment Position Desired _____ Date you can start _____ Salary desired _____

Are you interested in working Full or Part Time? Full time _____ Part time _____

Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
High School				
College				
Trade, Business or Correspondence School				

U.S. Military or Naval Service:	Rank:
---------------------------------	-------

Subjects or special study/research work or special training/skills:

Are you willing to work overtime if required? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____



Are you currently employed? Yes___ No___

If so, may we inquire of your current employer? Yes___ No___

Employers (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

References (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes___ No___

If no, do you have a work authorization number? Yes___ No___

Have you ever been convicted of any felony? Yes___ No___

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes___ No___

If yes, please explain: _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date_____

Signature_____

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

Race: (Mark one or more)

White _____
Black or African American _____
American Indian/Alaska Native _____
Asian _____
Native Hawaiian or other Pacific Islander _____

Ethnicity: (Mark one)

Hispanic or Latino _____
Not Hispanic or Latino _____

Gender: Male _____ Female _____

_____ Information provided by management