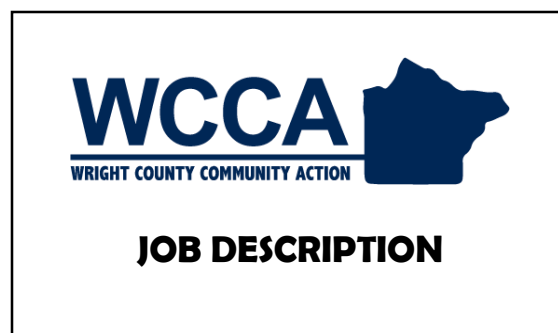


<b>Department/Division:</b> Housing and Energy Assistance
<b>Reports To:</b> Housing/Energy Program Director
<b>Supervises:</b> Weatherization
<b>Status:</b> Full-time, Non-Exempt
<b>Duty Station:</b> WCCA Main Office, Maple Lake, MN



## Weatherization Program Coordinator

### Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The purpose of the Weatherization Coordinator is to plan, organize, and control the on-going development, supervision and implementation of the Weatherization and related programs of WCCA so that the annual goals and objectives are attained and contribute to achievement of the agency mission.

### Education and Experience

- High School or equivalent with three (3) or more years or experience in the direct management, supervision and implementation of housing or energy -related programs.
- Current Building Performance Institute (BPI) Energy Auditor certification required.
- Preferred experience in residential energy auditing, including US DOE Weatherization Protocol and furnace testing experience.

### Required Skills and Abilities

- Demonstrated ability in administration, personnel management and operations of related programs.
- Demonstrated ability to prepare written plans, budgets, and program descriptions and control program operations.
- Must be computer and technology capable and current in common and custom applications.
- Must possess strong communication and organizational skills.
- Ability to communicate effectively with varied socio-economic clients from diverse cultural backgrounds.
- Ability to attend job related training and regular day and night time meetings.
- Must have access to transportation for regular, local business travel.

## Essential Job Functions and Responsibilities:

### 1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

### 2. Specific Responsibilities:

- Weatherization Budgeting and Expenditure and related Financial Tracking
- Assure on-going maintenance, understanding, and implementation of applicable laws rules and regulations pertaining to all related Weatherization programs.
- Coordinate community outreach and public information regarding Weatherization services so that the target population and general public is aware of the program and agency services.
- Maintain current written inventory of community resources for appropriate referral services.
- Provide individual education and counseling to clients regarding Weatherization services and other related programs in a confidential manner.
- Coordinate the provision of Weatherization services to clients through local contractors.
- Responsible for knowing MN State Weatherization Policy Manual program rules and guidelines
- Provide follow-up and referrals to clients as needed and prepare and maintain confidential client files.
- Coordinate the purchasing and maintenance of the on-going inventory of equipment
- Develop and negotiate contracts and agreements for Weatherization programs and services.
- Maintain working relationship grantors and local units of government and partners.
- Prepares Grant Applications and related written reports, plans and documents for the Weatherization programs as needed.
- Prepares written operating policies and procedures that guide the Weatherization programs and other assigned projects and activities.
- Maintain professional job related skills and abilities by participating in approved and assigned training, workshops, conferences and meetings.
- Maintain open communication with supervisor and support staff on operations of Weatherization programs.
- Conducts weatherization audits on client homes using a wide variety of testing a diagnostic equipment (blower door, infrared cameras, CO testing, efficiency tests, etc.)
- Operate computers in daily operations including tracking and retrieving client information, entering audit data, word processing, and other related documents and correspondence.
- Perform other related duties as assigned.

## Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting		X		
Standing/Walking			X	
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing up to 40 pounds		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system			X	

### Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



June 1<sup>st</sup>, 2019

Approved By: Board of Director Chairperson/Date



June 1<sup>st</sup>, 2019

Approved By: ADA Compliance/HR Director/ Date

### Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee's Name (Printed)