



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Cynthia W. Burton
Executive Director

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September 18, 2023

JOB ANNOUNCEMENT

Title: Healthy Homes Programs Support Specialist

Location: Housing Resources Department

Employment Classification: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This position is classified as a Grade Level IV position on CSP Salary Scale. Hourly pay range of \$12.57 - \$25.21 depending on experience and education. Experience working with Neighborly Software a plus. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at www.cspwal.com or contacting the Human Resources department of CSP at (205) 469-0389, to request an application.

Deadline: October 2, 2023, by 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama, Inc.
Job Description

Job Title: Healthy Homes Program Support Specialist

Division/Department: Housing Resources Department

Reports To: Housing Rehabilitation Coordinator

Exemption Status: Regular Full-Time, Non-Exempt, Safety-Sensitive

Paygrade: CSP Salary Schedule Paygrade IV: \$12.57 - \$25.21 per hour

Salary: Competitive Based on Education and Experience - Experience with Neighborly Software a plus.

Summary of Position

The Healthy Homes Program Support Specialist (HHPSS) coordinates activities designed to reduce health and safety hazards in a comprehensive and cost-effective manner, with a particular focus on protecting the health of children and other sensitive populations in low-income households. The HHPSS coordinates healthy homes program activities, conducts case management activities and completes pre/post assessments as indicated. Additionally, the HHPSS performs outreach and education activities, engages in community partnerships, and responds to requests from municipal housing, public and healthcare provider groups.

Essential Duties and Responsibilities

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Coordinates healthy homes program activities, beginning with client enrollment through post-remediation.
- Completes pre and post healthy homes/resident surveys.
- Reviews and communicates applicable regulations, standards or rules as it applies to the program area.
- Inputs data and prepares reports, using approved software applications, to track and monitor program compliance.
- Maintain up-to-date client files and records in accordance with program guidelines.
- Establishes, strengthens and maintains liaison relationships with community partners and other key stakeholders in the geographic service area.
- Links consumers to health and human services.
- Provides education and program specific information to consumers, healthcare providers and other service providers.
- Actively contribute to a positive work environment.
- Additional duties and responsibilities may be assigned by supervisor.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:**
 - Bachelor degree in Community Health, Social Work and/or related field required.
 - Previous experience preferred dealing with the public in Healthy Homes initiatives or other comparable programs.
 - Previous experience preferred working with Neighborly Software.
 - Experience implementing basic education, planning, and the delivery of social services is desired.

- **Certificates, Licenses, Registrations:**
 - Valid Alabama driver's license.
 - Serviceable automobile with liability insurance.

- **Language Skills:**
 - Ability to develop and conduct comprehensive training workshops.
 - Ability to communicate to diverse populations.
 - Ability to communicate verbally and in writing.
 - Ability to effectively present information to children and families.
 - Ability to communicate in large and small group settings.

- **Mathematical Skills:**
 - ◆ Ability to compute basic math such as addition, subtraction, multiplication and division, using whole numbers, fractions and percentages.

- **Reasoning Ability:**
 - Ability to define problems and draw valid conclusions.
 - Ability to process information in order to resolve and manage conflict.

- **Other Skills and Abilities:**
 - Must be proficient in all Microsoft Windows and other computer software applications.
 - Must maintain a high level of accuracy and attention to detail.
 - Must be able to develop and maintain good working relationships with members of the general public and co-workers.
 - Must be knowledgeable of community and municipal resources; and healthcare provider and housing networks.
 - Must be knowledgeable of local, state, and federal laws, rules, and regulations as they apply to the implementation of the program.
 - Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
 - Must be capable of handling multiple tasks with time constraints.
 - Must be able to meet deadlines and follow through consistently.
 - Must be able to develop solid working knowledge of program database and reporting tools.

Healthy Homes Program Support Specialist

Job Description

Page 4 of 4

Physical Demands

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.

While performing the duties of this job, the employee is routinely required to drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The noise level is acceptable in the work environment. Work is performed indoors and outdoors.

Position may require the occasional exposure to undesirable conditions which may include heat, cold, and unclean environments.

Occasional lifting or moving objects up to 30 lbs.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

CREATED: 9.26.2022

Reviewed by Board of Directors 11.17.2022

Reviewed by Board of Directors 01.19.2023