



Detroit Shoreway Community Development Organization

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dscdo.org

**Community Engagement Healthy Homes Initiative
Community Engagement Specialist**

Job Description

REPORTS TO: Housing Director, Detroit Shoreway Community Development Organization (DSCDO)
Community Engagement Specialist (CES) Manager, City of Cleveland

SUMMARY OF POSITION DESCRIPTION

Detroit Shoreway Community Development Organization (DSCDO) is proud to partner with the City of Cleveland, Cudell Improvement Inc. and Westown Community Development Corporation as part of the **Community Engagement Healthy Homes Initiative**. The Community Engagement Specialist will be an employee of DSCDO and through collaboration, will provide services in the Detroit Shoreway, Cudell, Edgewater and West Boulevard neighborhoods of Cleveland, Ohio.

Healthy Homes Initiative Goal: The purpose of the Healthy Homes Initiative is to improve the quality of life of residents and the City's housing stock. Community Engagement Specialists will work in neighborhoods to connect and build trust with residents and landlords and link them to resources, education and training.

The ideal candidate is passionate about Cleveland, its neighborhoods, and its diverse residents, and has a servant leadership mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a problem-solver, good listener, and patient. This person should also enjoy developing relationships, working with diverse groups of people, and helping residents work through challenges they are facing.

The Community Engagement Specialist will be housed at the DSCDO office and will be part of a cohort of specialists deployed across the City. The Specialist will report to the Community Engagement Specialist (CES) Manager in the City of Cleveland's Community Development Department and the DSCDO Housing Director. Additionally, the Specialist will closely collaborate with Westown CDC's Housing staff designee for all activity within the West Boulevard neighborhood.

Each Community Engagement (CE) Specialist will focus on concentrated inspection areas (CIAs) that are prioritized by their CDC Executive Directors, CES Manager, and Councilpersons.

PRINCIPAL RESPONSIBILITIES:

- Working with the CES Manager, CDC teams, and Councilmembers to determine which areas of neighborhoods have the most need, and develop goals for each
- Identifying external and internal housing issues
- Building trust, providing technical assistance, and developing a plan of action with residents to address housing and quality of life issues
 - Connecting residents with resources available through the City of Cleveland, local nonprofits, and organizations, and track results
- Collecting, inputting, and tracking field data
- Administering the City's paint program in the field with support from the CES Manager
- Delivering classes and forums for homeowners and landlords on at least a quarterly basis in coordination with CES Manager

Specialist will be offered training including, but not limited to:

- Exterior Home Inspection coaching and training from Cleveland Department of Building & Housing
- Lead Identification and Remediation Training
 - Single-day Renovation, Repair and Painting (Lead RRP) training
 - Identification of lead hazards
 - Implementation of interim controls
 - Education residents on implementation of interim controls
- Community engagement strategies
- Data collection, management, and reporting
- *Additionally:* CE Specialists will convene routinely with the CES Manager and as a cohort for peer-to-peer learning, mentorship, and assistance.

REQUIRED QUALIFICATIONS:

- A High school diploma or GED is required; Bachelor's degree in social work, urban planning, public affairs, communications or another related field is preferred
- One year of experience in community building, engagement, or serving clients in a social service environment; OR
- One year of paid experience in building or remodeling, contracting, building construction estimating, building inspection or building/real estate management
- Comfort with data collection, software and technology (such as personal computers, handheld devices, Microsoft Office Suites) preferred
- Ability to work independently and as part of a cohort/collaborative team
- A valid State of Ohio Driver's License is required
- Reliable transportation to conduct field surveys and inspections preferred
- Complete Lead Renovation, Repair and Painting Program (RRP) certification within six months

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping, and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings if necessary. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Annual salary of \$40,000.
- Participation in DSCDO Benefit Programs:
 - Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
 - Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the days between December 24 and January 1.
 - Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
 - Competitive health insurance offered with employer contribution.
 - Long term disability benefits.

Please e-mail or fax cover letter and resume by November 1, 2019 to:

FAX: (216) 961-8830

E-MAIL: jobs@dscdo.org

NO PHONE CALLS PLEASE