

Westown Community Development Corporation
10313 Lorain Avenue Cleveland, OH 44111

**Residential Stabilization Assistant
POSITION DESCRIPTION**

SUMMARY OF POSITION DESCRIPTION:

Work with residents with housing code problems to identify programs that the resident is eligible for based on income, age, credit rating for loans and if not bankable programs that might be grant based. This is a (9) month position beginning October 1st, 2020 through June 30th, 2021 scheduled for 22 hours per week at \$17.25 per hour.

2020-2021 RESPONSIBILITIES INCLUDE:

SINGLE FAMILY EXT RESIDENTIAL REHABILITATION	Residential Rebate for home owners or renters for exterior repairs to residence. <ul style="list-style-type: none"> • 15 households must be to LM income residents/tenant or homeowner; • Recipients of <i>Healthy Homes Initiative Paint Rebate Program</i> are also eligible for this grant to assist with exterior repairs, painter etc.; • Monthly Progress reports
HOME WEATHERIZATION REFERRAL /	Referrals to Home Owner/ Renter Home Improvement Programs; See <i>2020 Housing Resource Guide Attached</i> ; <ul style="list-style-type: none"> • Maintain data base of applicants; • Follow up with applicants and program contacts to identify eligibility for program. • Monthly progress reports
2021 PAINT REBATE PROGRAM /Fall 2020	<ul style="list-style-type: none"> • 25 successful applicants: • Identify 2021 target census tracts and distribute <i>Paint Rebate</i> applications; follow up with residents to complete applications and required documentation e.g. income, property ownership verification; • Coordinate with City of Cleveland designated Paint Program Representative to ensure all applicant information is correct and lead safe training requirements have been followed by applicant. • Monthly progress reports.

- Submits required narrative and budget reports on a timely basis to ensure compliance with program guidelines;
- Other special projects as assigned .

REQUIRED QUALIFICATIONS:

- Bachelor’s degree (or equivalent work experience)
- Two years’ experience in community engagement/communications or neighborhood development;
- Self-motivated and an ability to work toward objectives with minimal supervision

- Proficiency in preparing written reports and business correspondence
- Excellent oral communication skills
- Computer proficiency including Microsoft Word, Excel, Access and use of the Internet
- Driver's license, insurance, and automobile in good condition

PHYSICAL DEMANDS

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

Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility and has free parking.

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 staffing and program needs of Westown Community Development Corporation.

EQUAL OPPORTUNITY

Westown Community Development Corporation is an Equal Opportunity Employer.

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