

## Job Details

**Job Title** Lead and Healthy Homes Program Coordinator

**Job ID** :

**Location** City of Charlotte

**Regular/Temporary**



**Close Date**

02/01/2018

### Job Details

**Summary:** The Lead and Healthy Homes Coordinator will serve as a technical expert for the Department of Housing and Neighborhood Services Lead based Paint and Healthy Homes Program. Some of the duties/responsibilities will include maintaining program data sets, preparing program and budgetary reports, conducting application intakes and applicant orientations and training. The position duties will also entail coordinating lead inspections and grant writing. Candidates should have strong problem-solving skills and be able to effectively communicate verbally and in writing. A High level of proficiency in Microsoft Word, Excel, Microsoft Project and Outlook is required and completion of Environmental Protection Agency endorsed Lead Based Paint Supervisor Course required within 1 year of employment.

**Responsibilities:** This position will perform the following duties/responsibilities under the direction of the Housing Services Supervisor:

- Maintain sophisticated data sets, perform lead project tracking, prepare reports and budget evaluations based on data analysis
- Conduct program application intake, processing and application approval
- Perform in home orientation and training for program applicants
- Develop outreach/marketing strategy to ensure sufficient application submittals
- Coordinate lead training classes, solicit and pre- qualify attendees, confirm and determine need for services
- Coordinates lead inspection visits with homeowners and blood testing of children
- Assist in grant writing and program close-out reports
- Write policy and procedure manuals
- Other duties as assigned.

**Requirements of Work:** One to three years' work experience and graduation from high school (college degree in business or data related field preferred) with construction industry experience desired. Project management skills preferred. Seeking equivalent combination of experience and training which provides the following knowledge, ability and skills:

- Problem-solving skills, effective ability to communicate verbally and in writing, capable of managing multiple projects concurrently, good organizational and administrative skills and ability to prioritize assignments.
- Sound competency in data management, spreadsheets, and data analysis. Ability to collect, organize and analyze data and prepare reports.
- Ability to establish effective working relationships with coworkers, partners and the public.
- Ability to manage partners and assess partner performance.
- Excellent organizational skills.
- High level of proficiency in Microsoft Word, Excel Microsoft Project and Outlook.
- Ability to work effectively independently and within team environments.
- Experience speaking in front of large groups and the ability to explain technical information to the public.
- Completion of EPA endorsed Lead Based Paint Supervisor Course required within one year of employment.
- Previous experience with federally funded housing repair programs highly desired.
- A valid driver's license is required.

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to [CityHrJobPostingsNotify@ci.charlotte.nc.us](mailto:CityHrJobPostingsNotify@ci.charlotte.nc.us).

#### Conditions of Employment:

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam, other skill evaluations and background check screens.

The City of Charlotte is an Equal Opportunity Employer.

**Apply at [careers.charlottenc.gov](http://careers.charlottenc.gov)**