



# Southwest Michigan Community Action Agency

SERVING BERRIEN, CASS, AND VAN BUREN COUNTIES

*Helping People. Changing Lives.*



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## Job Description

<b>JOB TITLE:</b>	<b>Weatherization Coordinator</b>		
<b>CLASSIFICATION:</b>	<b>08</b>	<b>EXEMPT (Y/N):</b>	<b>N</b>
<b>SUPERVISOR:</b>	<b>Weatherization Manager</b>	<b>DATE PREPARED:</b>	<b>08-23-2022</b>

### DOE Weatherization Mission Statement:

Our mission is to reduce energy costs for low-income families, particularly for elderly, people with disabilities, and children by improving the energy efficiency of their homes while ensuring their health and safety.



*Weatherization Works*

### SUMMARY:

The Weatherization Coordinator's main responsibility is to assist the Weatherization Manager with overall organization and functioning of the Weatherization (WX) department. He/she will be knowledgeable of the WX program administered by SMCAA and of community resources, which augment those programs, while also maintaining awareness of other Agency programs that assist low-income individuals and families. This position may be required to travel out-of-the-area and/or overnight.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:*

- Act as assistant to the Weatherization Manager by assisting with the direction of overall program operations to ensure all aspects of energy conservation, efficiency, and education programs are carried out in accordance with applicable Community Services Policy Manuals (CSPMs), laws, rules, and regulations.
- Coordinate all client intake, sometimes providing back-up to WX Eligibility Specialist by interviewing clients, determining client eligibility, completing applications, and working with service providers and contractors to meet clients' emergency needs.
- Develop and participate in program outreach/community education/community collaborative efforts.
- Accurately maintain and monitor electronic records and hard-copy client files in a neat and timely manner.
- Recruit general and mechanical contractors to work within the WX program.
- Oversee WX inspection and construction production schedule including the health and safety inspection, energy audit, contractor's work, quality control inspection, and any follow-up work needed.



*Southwest Michigan Community Action Agency (SMCAA) is dedicated to empowering diverse people in need and supporting their journey towards economic security.*





- Participate in personal and professional development activities such as staff meetings, conferences, and training opportunities.
- Perform other related assignments as specified by Program Manager and/or Administration as necessary.

*The above statements are intended to describe the general nature of the work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

**EDUCATION AND/OR EXPERIENCE:**

- Some college or technical education required; may be supplemented by at least two (2) years previous experience in energy conservation, construction, contracting, home rehabilitation, or carpentry.
- Previous experience with a social services agency preferred.

**REQUIRED SKILLS:** *There may be Agency-provided training to a qualifying applicant. Not all stated requirements may be a disqualifier.*

- Must be unbiased toward all racial and ethnical groups and low-income families and have an appreciation of cultural diversity and differing values, and effectively interact in a respectful manner with irate parties and de-escalate stressful situations
- Strong computer skills and highly proficient with Microsoft Office; knowledgeable in using wide variety of office and weatherization-specific equipment
- Strong mathematical and organizational skills
- Maintain consistent, regular attendance and punctuality based on work schedule (Monday through Friday, 8:00 am to 4:30 pm, 40 hour/week)

**PREFERRED SKILLS:** *A qualifying applicant may become competent in these skills given successful performance of this position.*

- Knowledgeable on the nonprofit sector, SMCAA and its programs, and of federal and state programming regulations.
- Understanding of Weatherization monitoring and evaluation techniques and methodologies.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel is required. Satisfactorily pass a Motor Vehicle Record (MVR) search.
- Satisfactorily pass a review of criminal history check including Michigan's Internet Criminal History Access Tool (ICHAT), National Sex Offender Registry, Michigan Public Sex Offender Registry, Central Registry (DHHS Clearance), and others as appropriate.



**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:*

- Frequently required to sit; occasionally required to stand, walk, use hands-to-fingers, handle or feel tools or controls, reach with hands and arms, and stoop, kneel, or crouch. The employee may be required to lift 25 pounds.
- While performing the duties of this job the employee is regularly required to talk or hear.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:*

- Noise level in this environment is usually moderate.

**GRANT OR EXTERNALLY FUNDED POSITION:**

This position will continue only if sufficiency grant or external funds are provided.

**SMCAA ON DIVERSITY, EQUITY, AND INCLUSION:**

SMCAA is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

SMCAA believes that all people belong and deserve fairness, justice, and inclusivity. The strength of our community comes from our diversity and we celebrate the visible and invisible qualities that make each person unique, including race, gender, age, sexuality, ability, religion, national origin, gender identity, and other identities.

SMCAA is committed to aligning our culture and business practices to be a beacon of diversity, equity, inclusion, and belonging for all people. SMCAA will continue to reflect diversity in its organizational governance, volunteer structure, staffing, funding decisions, and policies. Through this commitment, SMCAA strives to be a role model in Southwest Michigan by partnering with other community organizations to strengthen an effective human service system that reaches out to all people in the tri-county area.

SMCAA diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing



development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

*Reasonable accommodations may be made to enable individuals with disabilities to perform all the essential functions described above for this particular job position.*