



Job Title: Healthy Homes Specialist
Classification: Full time
Exempt Status: Nonexempt
Reports to: Healthy Home Manager
Department: Healthy Homes
Direct Reports: None

Program Description: The Case Manager works with individuals and/or families to alleviate housing-related health, safety hazards and deficiencies that cause multiple diseases and injuries in the home. Will act as advocate for individuals and families as necessary and serve as liaison between CAAGKC and community partners. This program addresses mold, lead, allergens, asthma, carbon monoxide, home safety, pests, radon, and more.

Minimum requirements:

1. Bachelor degree in Social Work, Human Services, or a related field
2. Experience providing housing, environmental health or public health assistance to individuals or families
3. Ability to read, comprehend, and follow training manual guidelines and procedures
4. Ability to work with the public
5. Excellent listening and assessment skills
6. Experience with email, facsimile machine, scanner and copier
7. Proficient in alpha-numeric filing, Microsoft Office products: word, excel, and outlook and ability to learn State agency database
8. Reliable transportation, valid driver license and maintain active car insurance
9. Some evenings and weekends required occasionally

Preferred qualifications:

1. Health Education Specialist or Health Home Specialist Credential
2. Problem solving skills
3. Experience working with contractors
4. Community health worker experience

Essential job functions:

1. Conducts home visits to assess family living environment and gather environmental samples and measurements
2. Ability to work with families who have multiple and serious problems
3. Obtain medical history and housing status through health questionnaires and walk through visual assessment of facilities
4. Develop case plan for participants including goals, strengths, priorities and plan of action
5. Communicate with clients on a routine/scheduled basis
6. Connect families with needed community resources, follow up with families and agencies to document the use and success of referrals
7. Interact with community resources on behalf of clients
8. Document all interactions into database and assign tier to home base findings
9. Keep inventory of supplies and materials
10. Fulfill mandatory education requirements for obtaining and maintaining all credentials
11. Ability to schedule appointments and adhere to deadlines
12. Develop environmental reports
13. Perform excellent customer service to customers, vendors, and staff by telephone, in person and/or in writing



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- 14. Adjust to frequent change in duties and procedures
- 15. Be non-judgmental and objective in working with clients, vendors and coworkers
- 16. Work independently and/or team setting
- 17. Perform community outreach and facilitate educational workshops
- 18. Ability to work effectively and efficiently in high stress situations
- 19. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
- 20. Inform participants of other CAAGKC programs and services they may qualify for
- 21. Any other duties as assigned

Physical Demands:

Sitting	20%	Standing	60%
Bending	10%	Lifting	10% ability to lift at least 25 lbs. or less

Work Environment:

Inside	30%
Outside	70%