

About HAPEC:

The Housing Assistance Program of Essex County (HAPEC) is a non-profit organization nestled in Elizabethtown, the county seat of Essex County, New York. The office is located directly across from a seasonal farmer's market, and is a block from the Essex County Government offices.

Elizabethtown, it is located between the Adirondack High Peaks, a half an hour drive from Lake Placid, and a shorter drive to historic villages along Lake Champlain. It is equidistant from Plattsburgh and Schroon Lake, New York just off the I-87 Northway. Elizabethtown is a walkable, bike able town within the Adirondack Park. It is bordered by mountains, rivers, and farms with nearby hiking and biking trails, and farm stands.

HAPEC's mission is to improve housing quality, availability and affordability and promote healthy communities that meet the needs of their citizenry in the Adirondack region - principally Clinton, Essex, Franklin and Hamilton Counties. HAPEC does so by providing housing and community development programs that seek to improve housing affordability and alleviate economic distress.

Home Rehab Coordinator Position

Classification: Salaried, Full Time (35 hrs/wk)

Reports To: Community Development Director

Definition: This position is a support role to the Community Development Director position and shall assist in the program implementation and oversight of home rehabilitation projects.

General Duties:

The Coordinator will assist in the implementation of HAPEC's Home Repair Programs by:

- Coordinate with the HAPEC staff in preparation of work write up's and office estimates for home repair projects
- Manage the bid request process and engage the homeowner in assembling an eligible contractor list for bids to be sent to;
- Assist in creating and managing request for qualification processes;
- Create and manage the contract signing process for home repair projects
- Assisting the homeowner through the repair process including helping the homeowner to manage the contractor, process payments and change orders and to achieve successful completion of the project;
- Act as the liaison between contractors and homeowners when conflicts or issues arise;
- Maintain up-to-date files on all projects, and tracking projects against established budgets and deadlines;

- Coordinating, when necessary, the use of volunteers or voluntary organizations who are assisting in the home repair process;
- Troubleshooting problems which may arise in the program and recommending and implementing corrective action as directed;
- Assist the Manager in preparation of necessary reports; and
- Ability to prepare and maintain clear and accurate case records with attention to detail.
- Other duties as may be assigned

Required Qualifications:

2 years toward a college degree and a minimum of six years of experience, or a 4 year college or university degree program in Construction Management or related field and 2 years of experience, or a combination of education and experience.

Must enjoy working with people, and be patient in helping solve housing related problems

Must own a reliable vehicle that can withstand the substantial amount of travel associated with client home visits and inspecting rental units.

Knowledge, Skills, and abilities (preferred):

- General knowledge of residential construction practices
- Ability to provide excellent customer service
- Experience compiling Site Specific Environmental Reviews and working with FEMA guidelines
- Experience working with home repair programs and related issues.
- Ability to establish and maintain effective working relationship with fellow employees, contractors, clients and the public.
- Ability to interpret housing rules and regulations clearly and concisely, both orally and in writing.
- Ability to handle difficult situations in an objective, professional manner.
- Computer literacy is vital for all aspects of the program.
- Attendance at annual training workshops is mandatory and continual education regarding program details and performance is encouraged.
- Working knowledge of the International Building Code
- Working knowledge of Adirondack Park Agency and local zoning requirements

Compensation Salary: \$30,000- \$35,000 depending on qualifications

To Apply: Qualified applicants please email your resume, cover letter, salary requirements and list of three professional references to: info@hapec.org. Include “Home Repair Coordinator” in the subject line. Or send your application to HAPEC at P.O. Box 157, Elizabethtown, N.Y. 12932 *The Housing Assistance Program of Essex County, Inc. is an Equal Opportunity Employer