

Job Posting

Position Title: Program Manager

Agency: Community Action Partnership

Classification: Exempt

Agency:

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing.

JOB SUMMARY:

The Healthy Homes Program Manager is responsible for the overall management and implementation of the Healthy Homes Production Grant funded by HUD's Lead Hazard Control and Healthy Homes. The Program Manager is the center of coordination and communications for all aspects of Madison County grant-funded activities.

JOB DUTIES:

- Ensure that a comprehensive assessment is completed for income-eligible participants and their selected units
- Completes housing and code inspections of selected units. Reviews lead inspections/risk assessment reports, radon inspection reports, other Healthy Home related checklists, and technical inspection reports,
- Finalizes project scope of work reports and cost estimates for Healthy Homes interventions, repairs, and renovation projects.
- Oversees procurement procedures and contracts for Healthy Home interventions, repairs, and renovation projects following CAP policies and procedures for spending Federal funds.
- Performs final inspections before reviewing and signing invoices. Completes check requests for payments to contractors and vendors. Submits final inspection report with check requests.
- Tracks expenditures and manages the Healthy Homes Program budget with the CAP Grant Manager and the MCDOH Healthy Homes Production Grant Financial Manager.
- Manages the Healthy Homes Program unit production plan/schedule, oversees unit file maintenance/recordkeeping, and prepares requests and reports for submission to Madison County Public Health and HUD.
- Oversees and coordinates outreach and marketing strategies to promote the Healthy Homes Program.
- Works with the MCDOH and other community agencies and organizations to facilitate robust referral systems. Utilizing MCDOH Healthy Homes and CAP programs as primary referring entities but also accepting referrals from outreach effects in the community.
- Ensure that the HHPG Facilitator/Educator conducts follow-up surveys with participants to assess their knowledge of Healthy Homes 6 months after completing their intervention, repairs, or renovations.

QUALIFICATION AND SKILLS:

- Bachelor's degree in Construction Management, Environmental Sciences, Occupational Health and Safety, Building or Home Inspection with one year of Project Management experience or, Associate's degree in Construction Management, Environmental Sciences, Occupational Health and Safety, or Home Inspection with three years of Project Management experience; or, High School Diploma / General Educational Development (GED) diploma and four years of Project Management experience in the general construction industry.
- Strong interpersonal communication skills and the ability to communicate and interact effectively with a diverse audience of community leaders and residents, contractors, businesses, governmental agencies, nonprofit organizations, and faith-based organizations.
- Strong time management and organizational skills and ability to work with minimal supervision and independently.
- Knowledge of Housing Codes, Lead Hazard Control activities, Lead Inspection / Risk Assessments, Radon inspections, Integrated Pest Management practices, and Healthy Homes.
- Must have a valid driver's license evidencing a safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AAE.