



# ADIRONDACK ROOTS

BETTER HOUSING.  
STRONGER COMMUNITIES.

## Housing Rehabilitation Specialist

Full-time, 35-hour week, in-person, non-exempt

### About Adirondack Roots:

Adirondack Roots is dedicated to building vital and sustainable communities by helping individuals and families put down roots and stay in the North Country. We provide essential services that improve housing access and affordability in the eastern Adirondacks at a time when housing insecurity is rising throughout the region.

**Purpose of Position:** The Housing Rehabilitation Specialist makes a difference in the lives of community members by assisting with program implementation and oversight of home rehabilitation and mobile home replacement projects. This is a role for a highly organized individual who understands the importance of getting the small details right.

### Housing Rehabilitation Specialist Responsibilities:

- Collaborate with the Community Development Director and Housing Rehab Coordinator to assist with scopes and specs, environmental review records (program and site specific), disbursements, estimates for home repair projects with correct invoices, and other aspects of program implementation
- Create and maintain up-to-date files on all projects in compliance with grant requirements and office protocols
- Coordinate, schedule and prepare the contract signing process for home repair and replacement projects
- Assist the homeowner through all stages of the repair process
- Track projects regularly and accurately against established budgets and deadlines with attention to detail;
- Coordinate and order environmental and other needed testing; and ensure results are received within reasonable timeframes
- Assist the Director and Coordinator in preparation of all necessary reports and any change orders needed during construction;
- Execute bids & prepare tabulation reports
- Process all invoices, and prepare needed paperwork as per Adirondack Roots procedures
- Must have the ability to develop effective working relationships and be able to work with co-workers, clients, outside contractors, and agencies using courtesy, tact and good judgement
- Travel frequently to job sites and meet with homeowners
- Other duties as needed

## Required Qualifications:

- Four-year degree in related field and two years of experience or a combination of education and experience.
- General knowledge of residential construction practices
- Ability to interpret housing rules and regulations clearly and concisely, both orally and in writing
- Proficient with Microsoft Office
- Own a reliable vehicle, have a valid NY State Driver's License and a good driving record with up-to-date car insurance
- Adept and managing multiple tasks while maintaining accuracy, efficiency and confidentiality;

## Preferred Qualifications:

- Experience working with home repair programs and related issues.
- Knowledge of residential construction practices and knowledge of labor and material costs.
- Working knowledge of New York Building Codes and local zoning requirements.
- Experience with Lead and Asbestos testing and abatement process as well as other hazardous materials
- Experience compiling Site Specific Environmental Reviews.
- Ability to establish and maintain effective working relationship with fellow employees, contractors, clients and the public.
- Ability to interpret grant rules and regulations
- Ability to navigate difficult situations in an objective, professional manner.
- Ability to sit, stand, lift, squat and perform any other movement required for home assessment and work in the office.

## Compensation & Benefits:

Compensation for this position is \$40,000-\$42,000 per year

Our comprehensive benefits package includes 100% employer-paid health insurance for full-time employees beginning the first day of employment. We provide 100% employer-paid dental and vision insurance for employees and their families. Each full-time employee receives employer-paid life insurance and a retirement benefit comprised of a contribution to a SEP-IRA account with no match required. Employees receive 4 weeks of combined vacation and sick time as Paid Time Off each calendar year as well as 12 fixed and 1 floating holidays. The Adirondack Roots office is closed between Christmas Day and New Year's Day. As a NeighborWorks chartered member, Adirondack Roots offers access to high-quality professional development opportunities.

Adirondack Roots is an equal opportunity employer. This is a HUD Section 3 Project with hiring priorities for low-income persons.

Interested candidates should email a resume, cover letter explaining their interest in the position and list of three references to: [info@adirondackroots.org](mailto:info@adirondackroots.org) with "Housing Rehabilitation Coordinator Position" in subject line.