



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Weatherization Support Specialist	Department/Program: Weatherization
Reports To (Title): Weatherization Director	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: February 2023

JOB SUMMARY

Under the supervision of the Weatherization Director and in accordance with the direction and mission of District 7 HRDC, the Weatherization Support Specialist is responsible for assisting in the successful day to day operations of the Programs through inventory control and accurate tracking.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Prepare, maintain and process various program files, records, reports and materials.
- Assist with scheduling appointments to complete weatherization services.

- Securely maintain the Weatherization Program inventory by accurately issued and received physical inventory.
- Maintain an accurate and current inventory spreadsheet to account for all issued and received stock.
- Be a point of contact and maintain professional and thorough communication with co-workers and vendors.
- Ensure all expenditures are accurately tracked.
- Process incoming and outgoing mail.
- Perform other duties as may be assigned.

Additional Knowledge, Skills and Abilities

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Must be a team player to ensure overall program success.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.
- Ability to work under tight timelines and pressure in an agency with complex multiple funding sources.
- Must be able to handle multiple priorities and multiple competing deadlines in a fast paced environment.

MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma or equivalent with a minimum of three (3) years' progressive office experience; or equivalent combination of education and experience to fully meet the minimum requirements for the positions. Demonstrated proficiency with Microsoft Office applications, including Excel. Must have experience, abilities and skills to setup spreadsheets, create and maintain formulas, and to troubleshoot spreadsheet issues.

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

OTHER SKILLS and ABILITIES:

- Strong organizational skills and recordkeeping. Attention to detail is crucial.
- Excellent oral and written communication skills.

- Self-starter who can work independently.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 50 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

While performing the duties of the position, the work environment is typically that of an office setting, however, there may be occasion the employee will be required to work in various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that HRDC-7 reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature:

Date: