

Westown Community Development Corporation
10313 Lorain Avenue Cleveland, OH 44111
Residential Stabilization Coordinator
POSITION DESCRIPTION

Work with residents to document health & safety housing code problems (roofing, mechanical failures, porch structure) to identify programs that the resident is eligible for based on income, age, credit rating (for loans) and grants.

2022-23 RESPONSIBILITIES INCLUDE:

Activity	Deadline for all completed tasks June 30, 2023
<p>SINGLE FAMILY EXTERIOR RESIDENTIAL REHABILITATION REBATES &</p> <p>REFERRAL to COMMUNITY BASED HOME REPAIR & WEATHERIZATION PROGRAMS</p>	<ul style="list-style-type: none"> • Conduct outreach to residents through direct contact, mailing, community events to identify home owners or renters for the following 3 programs: WCDC exterior residential repair rebate grant programs; (2) CHN Weatherization/ Program & (3) and Clevelawn Residential Repair Grant Program; • Assist applicants with application process; Maintain data base of all contacts, application progress, track progress internally and in the City of Cleveland contract reporting portal; • Troubleshoot problems and resolve with residents, internally and or appropriate city of Cleveland staff; • Maintain active spreadsheet of applications by resident, activity, and other pertinent information and update monthly; • Other assignments may be included. • Accomplishment measures: • 10 LM income households completed with exterior repairs; • 15 LM income household repairs completed through referrals to Community Based Home Repair & Improvement Programs including weatherization, paint rebate, or other.
<p>This is a full time position with competitive salary and paid vacation and personal leave policy. Fully paid health benefits after 60 day probationary period. Requirements: BA from an accredited college or university, urban studies preferred; Knowledge of community development industry. Good oral and written communication skills; Interest and ability to work with persons of diverse race, ethnicity, education and income in a community based urban environment; Must have a driver's license and vehicle; free parking, Attention to detail, must be able to meet deadlines; ability to complete a sample microsoft office excel spread sheet; Must have two professional references that are not a family relation. Send resume and cover letter to: info@westowncdc.org. No phone calls.</p>	