**GHHI Foreclosure Prevention Impact Grant – Case Coordinator**

**Job Description: Case Coordinator, Green and Healthy Homes Initiative (GHHI)**

**At the Coalition to End Childhood Lead Poisoning**

**Summary Description**

The Coalition to End Childhood Lead Poisoning, a non-profit housing, advocacy and policy organization, is looking for a self-starting, enthusiastic part-time Case Coordinator. This is a paid position. This opportunity is ideal for an individual pursuing a short-term employment opportunity where they will have exposure to community residents and contribute to a growing non-profit. In this role, the coordinator will survey non-profit clients in an effort to capture the impact of services provided on the housing stability of that client and their family. This is a grant funded position with work concluding in early Fall 2012.

**Green & Healthy Homes Initiative Summary**

The Coalition to End Childhood Lead Poisoning’s national Green & Healthy Homes Initiative (GHHI) is designed to streamline programs that address health, safety, lead hazard reduction, energy efficiency, and weatherization into an integrated, comprehensive “whole house” approach to better serve low and moderate income populations at the local level. With strong support and endorsement from the Department of Energy, Environmental Protection Agency, U.S. Department of Housing and Urban Development, Centers for Disease Control and Prevention, the Council on Foundations, the Funders Network for Smart Growth and Livable Communities, the National Environmental Health Association, and over fifteen local and national foundations, Green and Healthy Homes is creating a national movement to improve the integrated delivery of housing interventions that create healthier, more stable and cost effective housing. The GHHI approach achieves multiple benefits, including healthier and more energy efficient homes, higher quality green jobs, increased economic opportunities for low income communities, and better health outcomes for children and families. In the short term, GHHI is seeking to develop and implement model interventions in 3,750 units across 15 different GHHI project sites around the country over the next two years. The current GHHI sites are Atlanta, Baltimore, Buffalo, Chicago, Cleveland, Denver, Detroit, Dubuque, Flint, Jackson, New Haven, Oakland, Philadelphia, Providence, San Antonio, the Cowlitz Indian Tribe in Washington St., and Spirit Lake Tribe in North Dakota. Over the long-term, GHHI seeks to build off of our initial success and learning to create a movement that will substantially increase the stock of green, healthy, well maintained, and sustainable housing in low to moderate income communities and to create substantially better health, environmental, and economic outcomes for residents and their children. For more information, please visit [www.ghhi.org.](http://www.ghhi.org.)

**Duties include but are not limited to:**

* Primary data collection through family visits to collect post-intervention data and consents, particularly related to financial stability and foreclosure prevention;
* Entry and analysis of utility data from flat file spreadsheets and use of a third party, web-based data system;
* Entry and analysis of a variety of data (health, utility, costs, etc) into third-party, web-based data systems;
* As needed, organize and integrate existing data files for importing into the system.
* Work with national staff to prepare GHHI client case studies and reports.

**Preferred knowledge and skills:**

* Excellent interpersonal skills;
* Excellent written and verbal communication skills with an emphasis on the ability to listen;
* Strong client service orientation ;
* Strong detail orientation and time management;
* Ability to work in a fast-paced and busy environment with shifting priorities;
* Excellent computer skills and experience with a variety of programs such as all standard desktop; software, Access, statistical software, as well as the aptitude to learn new programs quickly;
* Experience with data entry and cleaning as well as manipulating and analyzing large datasets;
* Exceptional organizational skills with meticulous attention to detail;
* Strong work ethic and communication skills;
* Entrepreneurial, conscientious and self-motivated team player;
* Schedule flexibility including evenings and Saturdays;
* Proficiency with Microsoft Office;
* High school diploma or equivalent. B.A. a plus

Candidates should be able to commit to a minimum of 20 hours a week. This position requires organization, flexibility, initiative and a collaborative spirit. Interested candidates must send resume and cover letter to the Coalition’s Department of Human Resources at: hr@leadsafe.org. Please put “Foreclosure Case Coordinator” in the subject line.