



# Wayne Metropolitan Community Action Agency

## On-the-Job Training Program Job Description

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**Company/Agency:** Wayne Metro CAA

**Job Title:** Home Assessor

**Department:** Program Operation - Community Development

**Supervisor:** Tiffany Vantino

**Site Location:** Highland Park (Cortland)

### **Duties:**

- Assess homes to determine eligibility for services provided by Wayne Metro.
- Home Assessments include an assessment of the roof, gutters, windows, doors, surrounding hazards, foundation, mechanical systems, appliances, insulation and attic. Assessments Identify hazards such as asbestos (e.g.vermiculite, insulating pipe/duct wrap), electrical hazards (e.g. open wiring, knob and tube), exterior water infiltration and moisture, plumbing leaks and structural damage (fall-through hazards, e.g. collapse).
- Complete and document the home assessment electronically via mobile form.
- Maintain a positive attitude towards assigned work, clients, and staff, and a willingness to work with others.
- Work closely with agency staff to share information gathered regarding services available for low-income persons, the means through which to access those services, and contacts which may be helpful to ensure all agency clients are well served.
- Perform work in a professional manner that upholds Wayne Metro's policies and procedures.
- Good interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, and dependability.
- Ability to provide services for those persons facing economic, social, health, age, and educational barriers.

### **Attainable Certifications: (if any)**

- 10 Hour OSHA
- Asbestos Awareness
- LSW

### **Minimum Qualifications: (due to licensing, program requirements, etc)**

- Criminal Background Check
- Drug Screening
- Covid Vaccination
- Valid Driver's License and Reliable Transportation
- **Ability to climb, bend, lift, stoop, kneel, crouch, crawl and walk. Work exposed to a variety of weather conditions and outdoor elements.**

- **Must be able to enter crawl spaces and other tight locations; and be able to lift and carry up to 35 pounds.**