

Home Repair Services Coordinator
Position Description
Habitat for Humanity of Louisa County

Title: Home Repair Services Coordinator

Reports To: Homeowner Services Director

Job Summary: This is a volunteer position requiring approximately 6-8 hours of time per week. Responsible for working with the Operating Committee, the Home Repair Program Manager and the Homeowner Services team in planning and monitoring the Home Repair Program for the Chapter.

Responsibilities and Duties:

- Review and evaluate repair project requests in coordination with the Home Repair Program Manager
- Manage the communication with the applicants
- Manage and track Home Repair applications
- Manage the appropriate agreements and loan documentation with applicants
- Monitor project expenses in coordination with the Home Repair Program Manager: Review invoices, Code the project bills, and Submit project bills to the appropriate Affiliate staff
- Coordinate with Affiliate staff for oversight of repayment: Send notices, monitor repayment, handle paperwork and outreach if someone becomes delinquent on their payments

Other functions:

- Conduct and coordinate outreach with partners and potential partner organizations, various community and service groups to benefit the home repair program
- Report progress to the Operating Committee as required

Note: On average the HFH Louisa Chapter completes 5 to 7 repairs per year in Louisa County.