

The Neighborhood Development Services (NDS) located at 120 E. Main Street Ravenna, Ohio 44266 is actively seeking an individual as a full time Rehabilitation Specialist. NDS is a nonprofit organization with many assorted functions, part of which includes working with State, County, and local Community programs for Housing Rehabilitation Services, helping low and moderate income households.

Job Duties

- Meeting with homeowners to explain the program and program requirements
- Inspection of both occupied and non occupied homes which includes preparing a work write-up, listing the home's deficiencies based on program requirements
- Preparing bid documents and placing the job out to bid
- Monitoring the Contractor's work
- Authorizing and approving Contractor's payment invoices
- Handling of Contractor and Homeowner complaints
- Responsible for organizing individual project files
- Managing the project from start to completion
- Continuous education/studies on inspection procedures and building/remodeling code requirements

Required Skills, Abilities, and Knowledge

The position will require the individual to possess a basic knowledge of residential house construction, which will include the ability to recognize a housing deficiency and what action to correct. The position will also require high communication skills; job includes customer relations with the homeowner and the ability to communicate well with the Contractor and local building department officials. Basic computer skills will be a requirement, and because of our narrow timelines to complete projects, the individual must be energetic, self motivated, and physically able to crawl/move in attics and crawlspaces.

The position will provide mileage, health benefits, and training. Some training classes will require testing to acquire certifications or licensing (i.e. EPA certification, lead clearance certificate, lead safe certificate).

All interested persons must e-mail to our office a personal résumé listing a short account of one's career and qualifications. E-mail to mwebb@ndsohio.org Applications must be received by July 15th 2010.