

JOB DESCRIPTION
SHH Group Worker

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| 1. Little Dixie C.A.A. | 2. Program: Self-Help Housing |
| 3. Reports To: SHH Housing Director | 4. Title: SHH Group Worker |
| 5. Grade: 6 | 6. Date: December 2019 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The SHH Group Worker is responsible for recruiting applicants and assisting with processing their applications to USDA Rural Development with the ultimate goal of having qualified groups ready to begin construction at all times.

DUTIES AND RESPONSIBILITIES:

1. Explains the Self-Help Housing Program to applicants including labor requirements and ultimate homeowner/mortgage responsibilities.
2. Recruits interested participants for the Self-Help Housing Program. Recruitment includes outreach efforts through community meetings, exhibits at area functions, civic presentations, use of news media, religious and educational organizations, etc.
3. Assists applicants with the pre and final applications submitted to USDA Rural Development.
4. Obtains verifications of income and employment of USDA Rural Development. Obtains preliminary credit reports.
5. Assists applicants with locating and obtaining site options, house plan selections and site/house orientation.
6. Package complete applications for family/participants who have been determined eligible for a loan.
7. Acts as a coordinator between USDA Rural Development and the Grantee to promote efficient and continual cooperation to accomplish the goals.
8. Attend and assist with pre-construction and construction meetings with families involved in or applying for the Self-Help Housing Program.
9. Must possess adequate physical health. This will include occasional lifting, stooping and bending.
10. Must recruit a sufficient number of certified eligible applicants to meet the predetermined goal of the Self-Help Housing Program.
11. Submit complete applications on behalf of clients to USDA Rural Development for review and processing in a timely manner to permit total goal achievement within a given grant period.

12. Performs such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The SHH Group Worker reports directly to the Self-Help Housing Program Director and supervises the Program Secretary.

QUALIFICATIONS:

1. Must be able to lead citizen groups in cooperative housing efforts.
2. Must be knowledgeable of home construction, real estate and mortgage industries.
3. Educational requirement - High School Diploma or G.E.D or higher

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Printed Name