



**Organization:** Goodhue County Habitat for Humanity, Inc. (GCHFH)

**Position:** Aging in Place Construction Manager – Full-time

**Date:** August 1, 2024

**Mission:** To put God’s love into action by bringing people together to build homes, build hope, and build community. The vision is a world where everyone has a decent place to live.

### **Position Description/Overview**

The Aging in Place (AIP) Construction Manager will support the mission of GCHFH by assisting lower-income and elderly Goodhue County homeowners with critical home renovations and improvements that allow the family to live safely in their homes for as long as possible. The AIP Construction Manager will oversee the Aging in Place program, building relationships with vendors, contractors, organizations, and individuals to ensure program success. This role will involve overseeing construction, renovation, and repair of homes in accordance with GCHFH’s guidelines, practices, policies, standards, and codes. This position reports to the Executive Director and will ultimately expand to oversee all construction projects.

### **Key Responsibilities**

#### **Program Management**

- **Promote the GCHFH Mission and Programs:** Engage with religious organizations, health organizations, businesses, civic organizations, schools, governmental organizations, and the public.
- **Community Engagement:** Seek opportunities to engage with Hispanic, Native American Indian, BIPOC, and LGBTQ+ individuals and groups.
- **Develop and Manage Processes:** Oversee the AIP program and projects county-wide, developing systems to best address the needs of residents and ensuring the program's and affiliate’s long-term health.
- **Financial Management:** Understand the financial conditions and status of the AIP program, working with staff and others to develop a self-sustaining program and identify funding opportunities.

#### **Homeowner and Volunteer Coordination**

- **Homeowner Relationships:** Serve as the point-of-contact for homeowners, ensuring a positive experience through a person-centered, trauma-informed approach.
- **Volunteer Management:** Direct and train skilled and unskilled volunteers, ensuring safety and quality of work.
- **Confidentiality:** Maintain confidentiality of client, volunteer and GCHFH information.

#### **Construction Oversight**

- **Project Management:** Oversee the development of house and project design parameters, construction schedules, and material orders. Ensure compliance with building codes and safety measures.
- **Site Supervision:** Supervise construction staff and volunteers on-site, ensuring proper and safe work.
- **Subcontractor Coordination:** Direct and monitor subcontractors, ensuring timely and safe completion of projects.
- **Regulatory Compliance:** Obtain permits and schedule inspections to ensure compliance with codes and expectations.
- **Documentation:** Handle reporting and documentation needs for internal and regulatory purposes. Maintain records and file reports as required by collaborating organizations, HFHI, and funding bodies.

### **Relationship Building**

- **Collaborate with Organizations:** Establish relationships with organizations aligned with providing safe, secure, and accessible housing.
- **Consultation:** Coordinate with consulting Occupational Therapist(s) and Registered Nurse(s) for effective project design and implementation.
- **Vendor Agreements:** Create vendor agreements and contracts for AIP projects.
- **Staff Coordination:** Communicate regularly with staff to coordinate project needs and volunteer scheduling.

### **Administrative**

- **Marketing and Promotion:** Routinely provide pictures, videos, and materials supporting Habitat's mission.
- **Training and Development:** Complete required training, including Competent Person and Certified AIP Specialist training, and participate in training and discussion groups provided by HFHMN and HFHI.
- **Reporting:** Complete and file reports as required with regulatory, funding and GCHFH.
- **Budgeting:** Assist with budget preparation and software program implementation.
- **Technology:** Learn, implement and promote use of technology for efficiency.

### **Desired Characteristics**

- **Mission Alignment:** Knowledge and passion for Habitat for Humanity's mission.
- **Safety Commitment:** Strong commitment to safety practices.
- **Construction Expertise:** Background in residential home construction and repair.
- **People Skills:** Excellent interpersonal skills, empathetic with the ability to work with people of all ages, races, faiths, backgrounds, and skill levels.
- **Communication:** Strong listening and written and verbal communication skills, including group presentations.
- **Problem Solving:** Creative and flexible approach to problem-solving.
- **Leadership:** Effective leadership skills - positive-minded, results-oriented, team-focused, self-motivated, independent worker.

- **Adaptability:** Ability to adapt to a changing environment and work occasional evenings or weekends.
- **Technical Skills:** Strong computer skills and comfort with documentation and record-keeping.
- **Travel:** Ability to commute to various construction sites throughout Goodhue County and beyond. Valid driver's license required.
- **Background Check:** Able to pass a background check.
- **Smartphone:** Own and know how to operate a smartphone.
- **Growth potential:** Ability to assume responsibility for all home construction and home revitalizations construction projects within a short period of time.

**Location:** Office in Red Wing, MN, with routine travel throughout Goodhue County.

**Application:** Interested candidates should submit their resume and cover letter to 614 Plum St. Red Wing, MN 55066 or email [bobhawley@gchabitat.org](mailto:bobhawley@gchabitat.org). To learn more about what we do, visit our website at [gchabitat.org](http://gchabitat.org).