

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Senior Home Repair Specialist

GENERAL DUTIES

The Home Repair Specialist, reporting to the Senior Services Manager, performs minor and emergency repairs to the homes of lower-income elderly residents in the target area. Repairs should enhance elderly residents' health and safety and promote energy conservation, thus contributing to their independence and ability to remain in their communities.

QUALIFICATIONS

1. Minimum of five (5) years of carpentry experience or a related field
2. Must have ability to inspect homes for health and safety violations; knowledge of local codes and standards essential
3. Must have experience in writing job specifications and reviewing sub-contracted bids
4. Ability to maintain accurate work records is needed and must have own tools and transportation
5. Prior experience with elderly population desirable as well as ability to work in collaboration with other agencies

RESPONSIBILITIES

1. Conduct inspection of homes and diagnose repair needs.
2. Conduct minor and emergency repairs of elderly homeowners' homes in accordance with program, agency and funding source guidelines.
3. Order and purchase building materials as needed to perform repairs in accordance with agency and funding source guidelines.
4. Write-up job specifications of work to be done.
5. Assist with review of sub-contractor bids in accordance with agency and funding source guidelines if needed.
6. Supervise, as needed, work of sub-contractors to insure satisfactory completion of the job.
7. Maintain adequate records of work in accordance with agency and funding source requirements.
8. Assist in the preparation of reports on a regular basis for agency and funding sources.
9. Assist with emergency phone coverage on a rotating basis.

10. Attend program and agency staff meetings.
11. Make recommendations to improve program and service effectiveness.
12. Represent agency at assigned meetings as needed.

PHYSICAL REQUIREMENTS (with or without accommodation)

Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion

Position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

Work requires close visual acuity; visual acuity to perform mechanical or skilled trade tasks of a non-repetitive nature; visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities or structures

Position requires exposure to outside environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply, please email resume and cover letter to: humanresources@uses.org or send it to USES/Human Resources 566 Columbus Avenue, Boston, MA 02118. In the subject line, please specify the position to which you are applying. No phone calls please.