



Date: November 28, 2023

POSITION DESCRIPTION
HOME REPAIR ASSISTANT

TITLE: Home Repair Assistant
REPORTS TO: Community Programs Director
SUPERVISES: Not Applicable
STATUS: Non-exempt, part-time

H.O.M.E. Overview:

Housing Opportunities & Maintenance for the Elderly (H.O.M.E.) is a one-of-a-kind Chicago organization that seeks to foster joy, connection and independence for Chicago's low-income seniors. H.O.M.E. is a bright spot for all who know it. Founded in 1982, H.O.M.E. has helped thousands of low-income seniors in Chicago maintain their independence by providing a home upkeep and repair service, shopping bus, moving program, and three affordable apartment buildings where seniors can live comfortably in an intergenerational environment. H.O.M.E. is characterized by a warm and caring culture.

Job Description:

This position is responsible for working with the Upkeep & Repair Specialist in completing projects in the homes of low-income older adults that would ensure their safety and comfort and be able to be corrected or improved with a short service visit. The Assistant Specialist will use the tools and supplies provided by H.O.M.E., and be directly supervised by the Repair Specialist they are working with. This position is based remotely.

Responsibilities:

1. Physically performs home repairs assigned by the Repair Specialist.
2. Helps in keeping tools and supplies orderly and as secure as possible in the vehicle.
3. Helps in keeping vehicle clean.
4. As a representative of H.O.M.E., wears shirt with logo and treats the homeowners with courtesy, respect, and patience.
5. Uses caution to ensure the safety of all especially when working with plumbing and electricity.
6. Works to accomplish approximately 3 repair jobs per day.

Requirements:

Skills

1. At least 2 years' experience in home repair with a broad variety of tools.
2. Ability to operate small truck – CDL not required.
3. Ability to bend and lift, and manage hand and power tools.
4. Ability to communicate with older adults and desire to improve their living conditions.

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H.O.M.E. helps Chicago's low-income seniors to live independent and socially engaged lives by providing intergenerational housing, home repair services, a shopping bus, moving assistance, and caring volunteers.

Nonprofit Organization • Contributions Are Tax Deductible • EIN 36-3172591



5. Holds and is able to live out H.O.M.E. values; values are consistent and congruent across professional and personal life.
6. Bilingual English/Spanish preferred but not required.
7. Demonstrated commitment to diversity and inclusion.
8. Passion for the mission and vision of H.O.M.E.

Experience/Education:

1. High school or GED equivalent.
2. Must have valid driver's license in good standing.

Work Environment:

1. Position requires phone use.
2. Work place is a smoke- and drug-free environment.
3. Intermittent travel to off-site locations is required.
4. Occasional night and weekend work may be asked of H.O.M.E. staff.
5. H.O.M.E. is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at H.O.M.E. are based on business needs, job requirements, and individual qualifications, without regard to race, ethnicity, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, citizenship status, military service, marital status, order of protection status, handicap, disability (including HIV/AIDS), or any other characteristic protected by federal, state, or local law.

COMPENSATION: Commensurate with experience, \$22.80-\$24.00/hour to start.

HOW TO APPLY: Send your cover letter and resume via email Mike Laz, Community Programs Director, at MikeL@HOMEseniors.org No phone calls, please.

AFFIRMATIVE ACTION EMPLOYER.