

IHCDA Job Expectations

Title	Weatherization Policy and Technical Specialist	Exempt
Reports to	Weatherization Team Lead	Date last revised: 8/23/18
Supervises	N/A	
Summary	<p>The Indiana Housing and Community Development Authority (IHCDA) is a quasi-agency of the State of Indiana and is committed to serving the entire spectrum of housing, from homelessness to homeownership. Our charge is to provide housing opportunities, promote self-sufficiency and strengthen communities, in order to build an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. To learn more about IHCDA visit us at www.in.gov/ihcda.</p> <p>The Weatherization Assistance Program provides utility assistance to eligible households. Indiana typically serves over 1,000 households a year.</p> <p>The Weatherization Policy and Technical Specialist contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by managing contracts and service delivery for multiple federally and locally funded grant programs. The Policy and Technical Specialist oversees the development of technical program standards, training program curriculum, and constituent issues for weatherization funding provided through the Department of Energy, the Department of Health and Human Services, and any local providers. The Policy and Technical Specialist also conducts sub-grantee compliance training and responds to policy and procedural inquiries from sub-grantees.</p>	
Evaluation of performance	<p>Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners; demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities. Evaluation will also focus on successful collaboration with full-time, part-time, and contracted staff.</p>	

<p>Key outcomes expected</p>	<p>Contribute to successful delivery of program benefits utilizing the following funding:</p> <ul style="list-style-type: none"> A. Weatherization Assistance Program – Department of Energy B. LIHEAP Weatherization Funds – Health and Human Services C. LIHEAP Weatherization Funds – State of Indiana D. Indiana utility funding E. Other local, state, or federal funding <p>Collaborate and meet regularly with Weatherization team members to oversee monitoring, the development of technical program standards, training program curriculum, and constituent issues for weatherization funding provided through the Department of Energy, the Department of Health and Human Services, and any local providers. The Policy and Technical Specialist also conducts sub-grantee compliance training and responds to policy and procedural inquiries from sub-grantees.</p> <p>Develop projects, report on deadlines, and consult on issues with sub grantees or professional services vendors. Collaborate with the Director of Community Programs and other division team members when requested.</p> <ol style="list-style-type: none"> 1. Meet regularly with Weatherization team members to ensure clear and effective policies and procedures are developed, implemented, and monitored, as well as successful delivery of program objectives. 2. Develop, implement and evaluate the strategies for the programs under leadership oversight, taking into account program goals and IHCD's mission, vision, and strategic plan. 3. Recommend short- and long-term objectives and action items to the Director of Community Programs. 4. Assess sub-grantee progress and performance, review and distribute monitoring plans, and analyze monitoring results from monitoring reports and identify trends in findings and concerns to assist in training and technical assistance. 5. Oversee professional services contracts for monitoring, training, and special projects. 6. Develop, coordinate and perform sub-grantee training and technical assistance. 7. Collaborate in the development and submission of the annual State Plan or State Plan updates for DOE, and collaborate to complete the WAP LIHEAP sections of the LIHEAP State Plan. 8. Lead the update process and implementation of annual updates to the Weatherization Policy and Procedures Manual. 9. Lead the development and submission of the Field Guide or Field Guide updates with professional service contractors and Weatherization committees. 10. Serve as the primary point of contact with INCAA; act as liaison to identify training and technical needs within the network; provide policy and technical feedback to trainers and sub-grantees; oversee progress and performance to ensure services conform to contract requirements; preparing contracts for internal approval; monitoring performance, and negotiating and troubleshooting as necessary.
-------------------------------------	--

- | | |
|--|---|
| | <ol style="list-style-type: none">11. Solicit and incorporate network feedback into the policy review process and provide observations and recommendations to IHCDA management.12. Plan and execute annual trainings associated with overall program oversight and administration, such as the Semi Annual Managers Meetings.13. Track national and state trends, policy guidance, and legislation concerning Weatherization and division funding or policy impact and work with the Team Lead and Director of Community Programs to implement program and policy changes as necessary.14. Provide technical and programmatic monitoring of sub-grantees if required.15. Assist with oversight of DOE and LIHEAP funding utilization, grant agreement distribution, and other duties as assigned on an as-needed basis.16. Participate in federal monitoring and IHCDA single audits.17. Represent IHCDA and the Community Programs department on external committees, at grantee events and at national organizations. |
|--|---|

<p>Critical skills, knowledge, and behaviors</p>	<p>Highly collaborative style, and highly functional working with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong track record as an implementer who thrives on managing a variety of high priority initiatives concurrently. Excels at juggling multiple requests under time and resource pressures, while remaining flexible to changing assignments and agency priorities.</p> <p>Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.</p> <p>Ability to participate in a high-performing team in a collaborative and results-oriented manner.</p> <p>Strong attention to detail and ability to meet assigned deadlines.</p> <p>Demonstrates a high level of problem-solving ability.</p> <p>Demonstrates exceptional communication and interpersonal skills and demonstrates exceptional writing and editing skills.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Able to maintain confidentiality of agency information.</p> <p>Demonstrates customer service orientation.</p> <p>Possesses business related computer skills including Microsoft Word, PowerPoint, and Internet usage (e-mail).</p> <p>Knowledge and experience in public or government contracting, grant management, not-for-profit, weatherization experience, and/or construction or building sciences experience.</p> <p>Ability to lift and carry up to 50 pounds, bend, lift, twist, climb, crawl and physically maneuver in confined spaces in homes as needed.</p>
<p>Education, experience, degrees, licenses</p>	<p>Experience with federal and/or state grant funding strongly preferred.</p> <p>At least 5 years work experience and 2 years working in government or nonprofit programs (or similar compatible experience) strongly preferred.</p> <p>Must either possess or acquire and maintain Building Performance Institute Building Analyst certification, Lead Renovator certification through the Environmental Protection Agency and Department of Energy Quality Control Inspector and Energy Auditor.</p> <p>Bachelor's degree preferred.</p>

Work environment and physical demands	<p>Work is performed in both an office environment and in the field at office locations and client homes.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Must be able to lift and move at least 30 pounds of equipment several times throughout the day.</p> <p>Must be able to access crawl spaces and attics in client homes.</p> <p>Travel throughout the State of Indiana and the U.S. required approximately 20-30% of the time.</p>
--	---