

**Position Title:** Aging in Place Home Modifications Technician  
**Reports To:** Project Manager, OAHMG      **Location:** Varies

### **Position Summary:**

**The Aging in Place Home Modification Technician (HMT) will be responsible for making the vast majority of home modifications identified by the participant and Occupational Therapist as part of the Older Adults Home Modifications Grant Program (OAHMG) funded by the U.S. Department of Housing and Urban Development (HUD).** The HMT will review OT assessment and home modification recommendations for feasibility, and visit participants' homes to discuss work details and logistics. The HMT will attend regular meetings to coordinate schedule of work, procure supplies for job, and complete the modifications work. As appropriate, HMT will coordinate and contract outside contractors to complete needed home modifications.

### **Principal Responsibilities:**

**1. Home modifications and Repairs:**

Responsible for a full range of home modifications including but not limited to installation of Grab bars, railings, lever-handled door handles, faucets, as well as the installation of adaptive Equipment, such as temporary ramp, tub shower transfer bench, handheld shower head, raised Toilet seats, risers for chairs and sofas, and non-slip strips for tubs and showers.

**2. Hiring or contractors**

The Home Modifications Technician, with the assistance of the Assistant Director of Facilities, will oversee the hiring of outside expert tradespeople as needed, while following all grant rules.

**3. Scheduling and Purchasing**

The Home Modification Technician will coordinate all scheduling and supplies purchases with the Program Manager. This will require coordination with the Occupational Therapist, participant, and contractors. The HMT will also provide the Project Manager with invoices and receipts for all goods and services purchased and track and provide hours worked on each project.

**4. Meetings and Team Work**

The HMT will participate in regular meetings with the Occupational Therapist, Project Manager and Project Director to coordinate overall schedule and maintain an overview of overall project status. The HMT will provide technical input and expertise on proposed home modifications to make sure suggested modifications are possible within existing codes and other building regulations.

**5. Permits and Codes**

HMT in collaboration with the Assistant Director of Facilities, will be responsible for obtaining permits from local municipalities and boards as needed and make sure fire and safety codes are followed at all times.

### **Other General Duties:**

- Attends trainings and educational meetings as required
- Works independently and as part of a team to carry out job duties.
- Communicates in a positive and respectful manner with participants, co-workers, visitors, and family members.
- Attends CSC staff meetings and maintenance department staff meetings.

### **CSC Standards of Conduct:**

- Demonstrates a commitment to the mission and values of CSC.
- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
- Communicates a positive image about CSC to the community.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
- Demonstrates the commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, completes time card accurately in Evoclock, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CSC resources.
- CSC's mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

### **Minimum Qualifications:**

High school diploma or equivalent and at least 3 years of experience in property home maintenance. Carpentry skills are required along with general knowledge of plumbing and electrical. Electrical or plumbing license preferred. Knowledge of general health and safety codes related to home modification work a must. Must be able to work with minimal supervision. The ability to respond appropriately to challenging situations and display good decision-making abilities is critical to the success of this position. Superior time management and multi-tasking skills are essential. Must have a valid Vermont driver's license and reliable transportation. Ability to perform physical activities associated with home modification and maintenance work is required.

### **Working Conditions & Physical Demands:**

- Ability to lift 60 pounds
- Ability to adapt to changing work conditions.
- Ability to perform physical activities associated with maintenance work such as home modification work, working in narrow cramped places and working on knees is required.

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