



JOB TITLE: Disaster Recovery Manager

REPORTS TO: VP of Programs

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to be responsible for direct delivery of Habitat LA home repairs and rebuilding programs for low- and moderate-income households affected by community disasters. This includes participation in both VOAD and Long-Term Recovery Group (LTRG) meetings, committee work, and receipt of referrals approved for construction through established systems. Community outreach, application origination and processing, homeowner case management, homebuyer counseling and supervision of AmeriCorps, interns and volunteers are essential duties.

SUMMARY OF ESSENTIAL FUNCTIONS

- Process program applications and qualify eligible households to meet program goals
- Ensure clients comply with all necessary program criteria
- Oversee file management system
- Track disaster clients via Home Keeper and jointly used file tracking systems
- Provide housing counseling and work with households to create personal and construction budgets identifying gaps
- Manage and facilitate regular contact with clients
- Engage clients before, during and after the delivery of services to provide effective case management
- Together with Disaster Case Managers, track, monitor and assess client progress throughout program participation
- Work with clients to resolve issues during their participation.
- Assist clients with post-participation issues
- Establish and maintain collaborative working relationships with local social service agencies and providers
- Implement outreach and marketing strategies to identify qualified program participants through the LTRG and directly
- In conjunction with senior staff, supervise AmeriCorps Members, interns and program/office volunteers and construction volunteers as needed

SUMMARY OF JOB QUALIFICATIONS

- One to three years of experience in program development; affordable housing and/or disaster response service programs;
- Knowledge of low-income housing programs, state, county and federal program requirements (HUD);
- Acquire and maintain HUD Housing Counselor Certification and recertify when needed
- Ability to review and evaluate homeowner income/asset information, financing contracts/notes, deeds, and regulatory agreements;
- Ability to manage highly sensitive information and maintain confidentiality when appropriate



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- Ability to effectively collaborate
- Excellent written and interpersonal communication skills
- Competent technology skills, including proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- High ethical standards and values
- Ability to travel to field locations and work remotely on a regular basis
- Ability to work early or late hours and weekends as required
- Valid driver's license, reliable vehicle, and valid auto insurance
- Bi-Lingual (English and Spanish) not required but preferred.

This is full-time position. Work schedule is Monday-Friday, 9:00am - 6PM with some evening and weekends as necessary. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION:

We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores.

Compensation: DOE

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: www.habitatla.org Employment is contingent upon completion of a satisfactory background check and drug screen **Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*