

Finger Lakes Community Action

Job Title: In-House Contractor

FLSA Status: Non-Exempt

Department: Housing Efficiency/Modifications

Reports To: Program Director

Summary:

In-House Contractor works to assist with making repairs or add accessibility measures to dwellings in all applicable counties as per the Housing Efficiency Program Area guidelines.

Essential Duties and Responsibilities:

SERVICE PROVISION

- Provide upgrades to increase continued mobility in homes.
- Assist with installing window glass or repair primary doors, door sweeps, thresholds, modernization kits and locksets on doors, and/or other applicable assigned tasks.
- Assist with installing various accessibility measures including grab bars, walk-in showers, lighting, ramps and other applicable tasks as assigned.
- Interface with clients and program staff to perform work in a timely manner.
- Understand and utilize safety practices.

PLANNING AND ORGANIZATION

- Maintain a clean and safe work site.
- Adhere to all safe work site practices as trained & monitored in any agency safety meetings and on the job training.

PROGRAM COMPLIANCE AND REPORTING

- Be aware & comply with the mandated Lead safe practices and worksite testing requirements, if applicable.
- Be aware & comply with program mandated asbestos safe work practices and worksite testing requirements, if applicable.
- Be aware & comply with program mandated ASHRAE air quality and ventilation standards, if applicable.
- Be aware & comply with the program mandated NREL Standard Work Specifications (SWS), if applicable.

COLLABORATION

- Interact with enrolled individuals and community members, making appropriate referrals when necessary.
- Promote the program and the agency in a positive and professional manner.
- Attend all training sessions and meetings as directed by the agency.
- Demonstrates effective communication skills, striving to work with others in a team approach.
- Other duties as assigned.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- High school diploma or GED equivalent; three months related experience and/or training preferred.

Language Ability:

- The ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Math Ability:

- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates and Licenses:

- Valid driver's license.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places and outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold (non-weather); extreme heat (non-weather) and risk of electrical shock.
- The noise level in the work environment is usually moderate.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; talk or hear and taste or smell.

Compliance

“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Wayne County Action Program Compliance Plan, he or she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer compliance@waynecap.org or by walk-in to the Compliance Officer’s office.”

Medicaid Fraud

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.

If you suspect fraud or abuse, call toll free: 1-877-873-728