

# Finger Lakes Community Action

**Job Title:** Program Coordinator

**FLSA Status:** Non-Exempt

**Department:** Bipartisan Infrastructure Law (BIL)

**Reports To:** Director

## **Summary:**

The Program Coordinator helps manage the daily operations of the Bipartisan Infrastructure Law (BIL) program area to achieve production goals and assist the BIL Director with all administrative functions.

## **Essential Duties and Responsibilities:**

- Compile and maintain the client and budget databases, generate reports, and prepare files for NYSDHCR.
- Coordinate jobs by ordering materials, computes eligibility documentation, and posts the job material summary documents.
- Accurately maintain NYS database for presentation and payment of completed jobs.
- Accurately maintain inventory of BIL program materials.
- Prepare, analyze, and organize office operations such as inventory control, flow of correspondence, filing, requisition of supplies and other clerical services.
- Prepare reports of completed dwellings for presentation to Department of State for certification.
- Assist in the preparation of program budgets and budget reports.
- Review clerical and software records to insure completeness, accuracy, and timeliness.
- Read and route incoming mail, prepare outgoing mail. File correspondence and other records.
- Provide quarterly and annual reports for all funding sources.
- Interview customers to obtain and record data relating to household program eligibility.
- Inspect areas of residential homes such as attics, crawl spaces, and basements.
- Perform technical efficiency and safety tests of all combustion appliances that exist in a client's home. Evaluate existing heating systems, heat distribution systems, and ventilation systems. Record all data pertaining to health, safety, indoor air quality, heat loss, and air leakage, using technical instruments as needed.

- Accurately input all data from building audit into the “TIPS” database to properly model residential homes and propose energy efficiency retrofits.
- Based on modeling software, develop a proposed work scope according to D.O.E. and DHCR requirements to be executed by BIL retrofit crew.
- Accurately complete all necessary paperwork in a timely fashion for any required contracts.
- Attend all training courses and meetings as directed by the agency that may include travel.
- Other duties as assigned.

**Program Compliance and Reporting:**

- Be aware & comply with program mandated Lead safe practices and worksite testing requirements.
- Be aware & comply with program mandated Asbestos safe work practices and worksite testing requirements.
- Be aware & comply with program mandated ASHRAE air quality and ventilation standards and worksite testing requirements.
- Be aware & comply with program mandated NREL Standard Work Specifications (SWS) and worksite reporting requirements.
- Assist with and perform daily diagnostic testing of combustion appliances, conduct infrared thermal imaging, and utilize building air flow equipment to document all test results for NYSHCR & USDOE review.

**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, experience with computers and ability to use various software packages.

**Language Ability:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

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

**Computer Skills:**

- Must have excellent working knowledge of computer applications such as Microsoft Office & generic internet-based software applications.

**Certificates and Licenses:**

- Valid NYS Driver's license

**Supervisory Responsibilities:**

- This position requires no supervisory responsibilities.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The employee is occasionally exposed to wet or humid conditions; work near moving mechanical parts; work in high places; work in precarious places; and electrical hazards. The employee is occasionally exposed to outdoor conditions.
- The noise level in the work environment is usually quiet.

**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 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 handle or feel. The employee is occasionally required to stand, walk, sit, talk, hear, and smell.

### **Compliance**

*“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Finger Lakes Community Action 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](mailto: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.*

*Finger Lakes Community Action 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:*

*1-877-87-FRAUD \* 1-877-873-7283*