

~JOB POSTING~

Friday, July 23, 2010 - Update

*Closing Date for All Postings is
Thursday, July 29, 2010*

As an Affirmative Action-Equal Opportunity Employer, it is CRT's policy to provide any person or group of persons with an equal opportunity for employment that is not based on the grounds of race, color, religion, sex, age, national origin, ancestry, marital status, veteran status or sexual orientation. All interested parties must complete an Application.

BEHAVIORAL HEALTH

Title: Clinician ***NEW***
Location: 675 Tower Avenue
Hours: 35 Hours per week

In a behavioral health treatment program, provides specialized group and/or one on one counseling services. Provides counseling services to mentally ill, alcohol dependent and/or homeless AIDS/HIV positive client population. Assesses clients in order to formulate treatment needs. Orients new patients to treatment program. Participates in treatment planning and individual and/or group counseling. Provides crisis intervention services in response to emotional and/or physical distress. Ensures adherence to infection control practices. Conducts census checks and monitors clients' special diets. Makes referrals to outside programs for medical and/or psychological intervention. Collects urine for drug screening.

Qualifications: Three years experience of clinical work with similar client population in both individual and group settings. License requirements and/or working toward LCSW, LADC, LMFT, LPC, as required by specific program. A medical and/or physical examination, including a TB vaccination will be required prior to appointment.

COMMUNITY SERVICES

Title: Intake Specialist
Location: 395 Wethersfield Avenue, Hartford
Hours: 35 hours per week, *Seasonal*
(Tues, Wed and Thurs. 8am-4pm and Rotate Mon & Fri 8-4pm or 11-7pm & Sat 9 a.m. - 12 Noon)

Position Summary: We are currently seeking candidates for Intake Specialist to assist in delivery of our Energy Assistance program. These are seasonal positions from August, 2010 through mid May, 2011, are full time and require evening and Saturday morning availability. Successful candidates will collect demographic data, prescreen potential eligibility for CRT, DSS or other community organizations; handle phone inquiries and assist customers with application process, certify eligibility, provide information and referral for other service needs; facilitate customer access to community resources, including but not limited to food, housing, clothing, school programs,

vocational opportunities or services, providers to teach life skills, relevant mental health services; establishes customer contacts through outreach strategies; and assist customers with utilization of center technology.

Qualifications: High School Diploma or GED required. Two (2) years of customer service or technical level experience working in the area of social services. Must be proficient in Microsoft Word and Excel. Must have data entry experience. Must be able to multitask and have pleasant phone demeanor. Must work independently and in a fast-paced environment, as well as in a team environment.

ECE

Title: Teacher
Location: Unit B- Douglas St. Rm. 4 (Pre-school)
Hours: 40 hours per week, 52 weeks per year

Title: Teacher ****NEW****
Location: Unit C- Bloomfield St. Rm. 3 (Pre-school)
Hours: 40 hours per week, 52 weeks per year

Position Summary: Provides developmentally appropriate care and education for a group of Infant, Toddler or Preschool children daily, in accordance with principles of early childhood education, Head Start performance standards and CT state licensing regulations.

Qualifications: Associate's Degree in Early Childhood Education with at least two years classroom experience working with children in a state-licensed program. Equivalent education and experience will be considered. Knowledge of child development and developmentally appropriate teaching practices in the early childhood classroom is essential to this position. Our teacher must also possess a genuine ability to enjoy and appreciate young children and their families (regardless of race, religion, or culture), an ability to guide families to help them maximize their child's development. Ability to work in a team, share and implement ideas/activities for intervention with children/families, good oral and written skills, attention to detail and accuracy in data collection and some supervisory skills will be required. First Aid and CPR Certification is an additional prerequisite. Candidate must be 18 years or older.

Title: Teacher Assistant – (Various Positions Available) ****NEW****
Location: See Below
Hours: 40 hours per week, 52 weeks per year

Title: Floater Teacher Assistant
Location: Unit A-Locust St. (Pre-School)
Hours: 40 hours per week, 52 weeks per year

Title: Floater Teacher Assistant
Location: Unit B-Douglas St. (Pre-School)
Hours: 40 hours per week, 52 weeks per year

Position Summary: Assists teacher in providing developmentally appropriate care and education for a group of children daily, in accordance with established principles of early childhood education, Head Start performance standards and CT state licensing regulations.

Qualifications: 12 credits in ECE, CDA Credential for the Infant, Toddler or Preschool center center-based setting with at least one year experience working with children in a state-licensed program. Equivalent education and experience will be considered. Knowledge of child development and developmentally appropriate teaching practice when working with your children; genuine ability to enjoy and appreciate young children and their families, regardless of race, religion, or cultural practices. Good interpersonal skills, the ability to work in a team, yet assume a leadership role, in case of teacher absence, is essential. First Aid and CPR Certification is also required.

J

Title: Family Service Worker ****NEW****
Location: Unit C- T.D. Ritter: Hartford, CT
Hours: 40 hours per week, 42 weeks per year

Position Summary: The Family Service Worker ensures maximum participation of eligible families in the ECE program by reaching out to and establishing relationships with families. Also facilitates parent involvement by securing social services/resources for families as indicated by the Head Start Performance Standards.

Qualifications: Bachelor's Degree in Sociology, Psychology, Human Development or related field with at least one year of experience working in social services. Knowledge of Head Start Performance Standards, School Readiness Regulations and social service functions. Knowledge of local and state social service resources, agencies and regulations and knowledge of case management is essential. The ability to establish and maintain effective working relationships with children and families regardless of race, religion or culture, ability to build effective team relationships with co-workers, education staff and other administrative staff of the ECE program is also critical. Good time management, oral and written communication and assertiveness skills; accurate data collection and report writing skills are required. A valid CT driver's license, some use of personal vehicle is required. Equivalent education or experience may be considered.

EXECUTIVE

Title: Executive Assistant - Special Projects – ARRA
Location: 555 Windsor Street, Hartford CT
Hours: Monday – Friday 8:00 am – 4:00 pm

Position Summary: The Executive Assistant – Special Projects position will support the President and CEO with Special Projects as necessary. Successful Candidates must have a professional appearance and display excellent oral and written communication skills. Candidates must be extremely well organized and be able to demonstrate strong interpersonal skills, analytical thinking and must be able to work well under pressure in an ever changing environment.

Qualifications: Prior experience supporting and working with Senior Level Management and high profile projects and assignments. Bachelors Degree in Business, Development, Human Services or another similarly situated field preferred. Bi-lingual in Spanish preferred. Experience/knowledge of State and local government with emphasis on State legislative hearings.

FINANCE

Title: Business Analyst
Location: 555 Windsor Street, Hartford
Hours: 35 hrs per week

Position Summary: Under direct supervision of the Senior Accountant, the Business Analyst will provide technology support to the Accounting Department. The position will facilitate the transfer of accounting data between systems, assist less technologically-capable staff, and develop reports to provide timely and accurate financial information. Ensure data integrity while exporting from and importing to accounting and related systems. Responsibilities will include assisting accounting staff in the development and improvement of Excel spreadsheets to permit them to more effectively manage their information. Develop & test production and add-hoc reports using tools such as Crystal and Cognos 8. Administer the department's financial applications including security, maintenance and upgrades. Work independently and also with software support departments and CRT's IT department to resolve accounting system problems. Advise the Senior Accounting about opportunities to enhance existing systems & processes with technology solutions. Utilize effective communication skills to align customer needs with solutions.

Qualifications: Bachelor's degree required - major in Accounting, Business Administration with an emphasis in Accounting, or Computer Science with a minor in Accounting, or a similar combination. Three years of related experience that includes the use of high-level technology tools to support / enhance business systems. Business experience with proven proficiency in Excel, SQL query and report writing tools, such as Cognos 8. Must have excellent oral and written communication skills, analytical and problem-solving skills, as well as effective customer support skills.

Title: Accounts Receivable Specialist ***NEW***
Location: 555 Windsor Street, Hartford
Hours: 35 hrs per week

Position Summary: Responsible for accounts receivables and collections. Responsibilities also include receives, reviews, verifies, codes and posts accounts receivable transactions to general ledger and other records, follows established procedures for processing receipts and cash, prepare bank deposits and deposit to specified bank account, sorts and files documents after posting, maintains cash receipt files, monthly billings to funders, vendors, clients, employees as needed, including non-sufficient fees, provides A/R data entry training and assistance for ECE Clerks and Managers. Additional tasks include overall IDA financial monitor of all client accounts, coordinate mail meter funding maintenance with Facilities, and monthly updates of financial reports for Postage Meter.

Qualifications: High school diploma or Associate degree in Accounting, with two (2) years of experience in Accounting, or related field. Knowledge of Excel, Word, Quick Books, data entry basic accounting and excellent oral and written communication skills is required. Banking and customer service experience helpful.

Title: Account Representative
Location: 555 Windsor St. Hartford
Hours: 35 hrs per week

Position Summary: Responsible for the financial monitoring, accounts receivables, collections and reporting for assigned programs. Financial monitoring and reporting for assigned CRT programs includes working with AR/Collections Specialist to ensure proper billing and collections of assigned funds. Works closely with Program Managers and Budget Manager to ensure timely and accurate reporting is done. Account Representative also maintains financial program files and reports to funder based on scheduled due dates.

Requirements: Bachelor's degree in Accounting, Finance, Economics or Business Administration preferred or an equivalent combination of education and experience. A minimum of two (2) years of related experience. Knowledge of generally accepted accounting practices and principles, Fund or governmental accounting practices and principles. Requires Windows, financial software and MS Office skills and advanced skills in MS Excel and MS Word. Must have excellent oral and written communication skills, customer service and organizational skills.

Title: Account Representative - Weatherization ARRA ***NEW***
Location: 555 Windsor St. Hartford
Hours: 35 hrs per week

Position Summary: Responsible for the financial monitoring, accounts receivables, collections and reporting for assigned programs. Works with AR/Collections Specialist to ensure proper billing and collections of assigned funds. Works closely with Program Managers and Budget Manager to ensure timely and accurate reporting. Maintain financial program files for assigned programs. Report to Funder based on scheduled due dates. Assist with annual audit and closing of funds. Reviewing and verifying accuracy of data. Assist with monthly, quarterly, and annual closing processes. Prepares journal entries and reconciles general ledger and subsidiary accounts. Monitoring of Prevailing Wage Compliance.

Requirements: Bachelor's degree in Accounting, Finance, Economics or Business Administration preferred or an equivalent combination of education and experience. A minimum of two (2) years of related experience. Knowledge of Generally Accepted Accounting Practices and Principles, Fund or governmental accounting practices and principles. Requires Windows, financial software and MS Office skills with advanced skills in MS Excel and MS Word. Must have excellent oral and written communication skills, customer service and organizational skills.

Title: Medical Biller/Coder
Location: 555 Windsor St. Hartford
Hours: 35 hrs per week

Position Summary: This position is responsible for ensuring that all Behavioral Health services are properly coded and billed to Patients, Providers and Insurance Companies. Ensures that all claims are billed and collected timely. Responsible for financial reporting to funders as well as providing clerical support for Management and Clinicians. Gathers data and compiles information for collections follow up. Answers incoming telephone calls and makes appropriate decisions and referrals. Calls may include inquiries to/from Insurance companies, Patients and Providers regarding billing and claims. Bills must be submitted electronically and claims are keyed manually into applicable websites as necessary. Payments are received, verified and entered into the department billing system "Sigmund". Responsible for submitting both electronic and paper claims. Monitors all errors, denials, accounts receivables and appeals. Establishes and maintains all billing files. Incumbent must be able to multi-task with constant interruptions.

Requirements: Incumbent must have ICD-9 and CPT coding certification in addition to certificate in Medical Billing with five (5) years of experience in medical billing. (Preferably in a Psychiatric and Substance Abuse setting.) Knowledge of completing HCFA and UB04 claim form is mandatory as is experience in using a computerized medical billing software, preferably Sigmund. Requires proficiency with Windows, financial software, MS Office, MS Excel and MS Word.

Title: Payroll Compliance Specialist **ARRA** *****NEW*****
Location: 555 Windsor St. Hartford
Hours: 35 hrs per week

Position Summary: Monitor payroll and reporting compliance for CRT programs requiring Davis-Bacon Act compliance. Compliance scope includes CRT employees and applicable contractors. Must be knowledgeable of the rules, regulations, policies and procedures for the Davis-Bacon Act including knowledge of prevailing wages and basic prevailing wage laws. Prepare and maintain contractor's files. Maintain contractors email's and addresses. Assist DB Specialist with follow-up measures of requested corrective actions on Davis-Bacon violations. Make follow-up phone calls to contractors for missing and late submissions of required program documentation. Track and log in payroll submissions from contractors. Serve as backup for review of certified payrolls and onsite reviews. Assist DB Specialist at trainings to contractors/agencies. Keep track of Davis-Bacon trainings and attendees.

Qualifications: Associate or Bachelor's degree in Accounting, Finance, Economics or Business Administration or equivalent combination of education and experience. Certificate of Training through an accredited Davis-Bacon training site is required. A minimum of one (1) year of related payroll and DBRA experience preferred. Ability to read and interpret regulatory language, ability to apply basic mathematical concepts such as fractions, percentages, and proportions to practical situations. Requires Windows, financial software and MS Office skills. Must have excellent oral and written communication skills, technology, problem-solving, analytical abilities, customer service and organizational skills.

FORENSICS

Title: Assistant Program Manager *****NEW*****
Location: Fresh Start, 17 Essex St.
Hours: 35 hours per week

Position Summary: The Assistant Manager assists the Program Manager in all aspects of service delivery and program development, routinely interacting with criminal justice personnel and community members. Actively contributes to program planning and monitoring. Responsible for maintaining program services as dictated by agency and/or contract. Supervise and train all program personnel including counselors, volunteers, interns or other involved citizens. Comply with all funding and reporting requirements. Assist in hiring and terminating staff. Implement all policies and procedures regarding the supervision and monitoring of clients. Assist in the supervision, training, monitoring, evaluation and scheduling of all staff. Responsible for maintaining the safety of, and securing the facility. Assist in the development of community resources, client services, community service and educational components of the program. Address all incidents and situations in accordance with CRT and Fresh Start policies. **On call 24 hours a day/7 days a week, including weekend/holiday beeper rotation.** Perform community service work crew supervision. Act as Program Manager in Manager's absence. **Must be available to work evenings, weekends, holidays and other shifts as assigned. There are no "permanent" schedules in the Criminal Justice department. Schedules may be changed at any time to accommodate program needs.**

Qualifications: Two or four year degree, preferably in the Criminal Justice or Social Science field; Education may be substituted with experience on a year-by-year basis. At least two years supervisory experience in preferred area or responsible work/life experience of 5 years. Solid written and oral communication skills. Knowledge of effective supervision techniques, criminal justice and court system and community resources. A medical and/or physical examination, including a TB vaccination will be required prior to appointment.

Title: Residential Advisor
Location: Fresh Start, Hartford, CT
Hours: **Part-time** 16 hrs per week - 1 week day and 1 day on the weekend (must be flexible with schedule) & **Per Diem** - 8 hrs per week (must be flexible with schedule)

Position Summary: Responsible for maintaining the safe and orderly operation of the facility and monitoring clients of an all female substance abuse rehabilitation shelter. Provide effective customer service, including greeting, receiving and addressing clients with respect and dignity at all times. Would also be responsible for assisting the clients in the preparation of daily meals. Monitor all client activities within the facility and the community. Collect, test and document all urine surveillance.

Qualifications: Associate's degree and related experience, at least two years of responsible employment experience in Social Work, Criminal Justice, and/or a related field; Knowledge of criminal justice and the court system; Ability to interact with a diverse population; Knowledge of substance abuse and women's issues, particularly sexual abuse, helpful. Excellent written and oral communication skills are required. Bilingual preferred. Education may be substituted for applicable experience on a case by case basis.

Title: Van Driver
Location: 9 Moody Road, Enfield AIC
Hours: 16 hours per week

Position Summary: The Driver must drive program van to and from assigned destinations transporting Alternative Incarceration Center clients and perform all tasks related to the operation of the facility as assigned. The Driver also implements discipline as appropriate. Drive agency van transporting clients to/from the AIC in accordance with van schedule. Provide other transportation services to AIC clients as assigned to various destinations throughout the state. Perform any other program transportation needs as needed. Assist all staff in the performance of regular AIC duties as assigned. Assists in the process of standard audit preparation and maintenance. This includes but is not limited to, safety and sanitation inspections, perimeter searches, assisting in the completion of the chore list, signing clients in and out and documenting information in client files. Implement misconduct protocol in situations

where clients have failed to adhere to the rules and regulations of the program. Responsible for maintaining the cleanliness of the van and ensuring that timely inspections, registration and vehicle servicing is maintained. Document in daily van logs upon each use of the agency vehicle. Provide effective customer service including, but not limited to greeting, receiving and addressing clients with respect and dignity at all times.

Qualifications: Must have a High School Diploma or equivalent. Must be able to motivate clients and implement rules, regulations and policy. Must possess a valid Driver's License. Public Service License preferred and may be required. A medical and/or physical examination, including a TB vaccination will be required prior to appointment.

GENERATIONS

Title: Service Coordinator
Location: Generations, Clark St., Hartford
Hours: 35 hours per week

Position Summary: This role offers a unique opportunity for an individual who enjoys working closely with families to assisting them to become successful. We are seeking an individual to perform in-home and center-based services including: intensive case management, crisis intervention, family mediation and psycho-educational groups. Candidates should have experience in conducting assessments, individual and group counseling and have the ability to use creative approaches to problem solving. Bilingual Spanish is required.

Qualifications: Bachelors of Science with (3) three to (5) five years of applicable experience in the human services field (e.g. human development and family studies, child development and/or marriage and family therapy) or equivalent of work experience required. Experience with supporting clients with the psychosocial aspects of family reunification, permanency planning and transitional issues required. Experience working with children related entitlement and protective services-type programs Computer skills. Good interpersonal, organizational, verbal and written communication skills.

MEADOWS REAL ESTATE

Title: Low Income Housing Tax Credit Compliance Specialist – ARRA
Location: 555 Windsor Street, Hartford
Hours: 35 hours per week

Position Summary: Individual will be accountable for the applications and verification process to ensure compliance with all Low Income Housing Tax Credit requirements based on Section 42 of the Internal Revenue Service Code, Housing and Urban Development and Connecticut Housing Finance Authority (CHFA); Determines financial eligibility using third party verifications, including but not limited to the completion of the Tenant Income Certification with relating forms and lease preparation; Interacts with state agencies to obtain updated policies and information related to LIHTC; Maintains accurate record keeping of all applicant files and related documentation; Prepares monthly reports; Signs lease; Attends mandatory and other educational programs as required in addition to maintaining all certifications and training as required by the CHFA or other monitoring firms.

Qualifications: Associate's degree preferred in accounting or any detail oriented course and Low Income Housing tax credit certification certificate. **Two years in Low Income Housing tax credit training**, two years of experience in accounting preferred. Tax Credit Certification Certificate must be successfully obtained within six months of hire date.

NUTRITION

Title: Substitute Driver

Location: 555 Windsor, Hartford, CT
Hours: Per Diem

Position Summary: Responsible for the transportation of food and supplies to various Elderly Nutrition Program sites.

Qualifications: Valid CT Driver's License and a good driving record. Ability to drive trucks safely under various driving conditions. Must be a dependable and reliable driver and able to follow instructions and prepare simple reports. Applicant must be suitably strong and in good physical condition and health. A general knowledge of vehicle maintenance and the ability to relate to individuals of various ethnic and social backgrounds, specifically the elderly, is essential.

PLANNING AND DEVELOPMENT

Title: Director of Development
Location: 555 Windsor St., Hartford, CT
Hours: 35 hours per week

Position Summary: Provides strategic and tactical leadership for the Development function of the agency. Enhances agency capacity through the acquisition of financial resources that are unrestricted or targeted to unfunded needs. Responsible for “friend-raising” and fund-raising, exclusive of government-funded contracts, including but not limited to special events, annual and planned giving, endowment and capital campaigns, foundation and corporate solicitation, and donor relations.

Qualifications: Five (5) years of leadership experience in a non-profit development office. Demonstrated ability to generate large, individual donations and to expand sustained giving programs. Four (4) year degree from an accredited college, preferably with a focus in marketing or communications. Excellent writing and verbal communication skills required. Must have superior public speaking, presentation and solicitation skills. Certified Fundraising Executive (CFRE) certification preferred. Alternative combinations of training and experience may be considered.

SENIOR SERVICES

Title: Housekeeper ***New***
Location: The Retreat, 90 Retreat Ave.
Hours: 35 hour per week

Position Summary: Performs housekeeping and maintenance-related tasks, as directed, to ensure the operations of The Retreat run smoothly.

Qualifications: High school diploma, desired with up to six month of experience in the housekeeping field. The ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

SHELTER & SUPPORTIVE HOUSING

Title: Residential Aide (multiple positions)
Location: McKinney Shelter
Hours: **Part-time** Saturday and Sunday 4:00 p.m. to 12 Midnight & **Full-time** (32 hours) Saturday, Sunday, Monday and Tuesday 4:00 p.m. to 12 Midnight & **Per Diem** positions (must be flexible with schedule)

Position Summary: Provides on-going, direct services to male shelter clients including intake, screening, assistance with personal hygiene, oversight of safety and security for shelter. Provide guidance in personal hygiene and maintain client personal hygiene supplies. Assists with admissions/intake procedures by providing security and illness/injury intoxication screening. Distribute medication and coordinate medical transportation. Provide surveillance of client population to prevent disruptive behavior. Make hourly rounds inside shelter as well as outside and maintain hourly logs. May assist in the preparation and serving of lunch and dinner. Record all necessary information including log entries, incident reports, demographic reports and bed rosters. Attend weekly case management team meetings. Communicate with Probation Offices. Participate in conduct review committee. Engages clients and offers words of encouragement and inspiration to help them towards movement into supportive housing and self sufficiency. Dissolve physical confrontations. Supervise activities of client population who are at times intoxicated and potentially violent. Risk of exposure to Tuberculosis and other contagious diseases. Risk of exposure to blood borne pathogens. Attend monthly staff meetings.

Qualifications: High school diploma or equivalent plus one year experience providing direct client services. Experience working with people with substance abuse and mental illness and the ability to respond quickly to crisis situations is essential. Must have good written and verbal communication skills. Must be available to work flexible hours including evenings, weekends and overnights. Education may be substituted for applicable experience on a case by case basis.

WEATHERIZATION

TITLE: Clerk of the Works / Field Supervisor (2 positions) ARRA ***NEW***
Location: 555 Wethersfield Ave.
Hours: 40 hours per week

Position Summary: Under supervision of the Program Manager and Asst. Program Manager, performs coordination of field production goals and quality assurance of field installations. Supervises contractors within the ARRA Weatherization Assistance Program for single unit weatherization. Qualifies work order issues for contractors from the customer files and audits. Assists contractors with billing and other customer related issues based upon inspections. Coordinates goals, work orders, and other related issues between the single and multi-family ARRA Weatherization Programs field staff. Reviews files that are post work order, assists Coordinators with Waiver request field needs, pictures, State site visits, supervises contractor issues with direct communication of issues through daily reports and meetings with Senior Program Manager, clarifies construction methods and installations from contractor field questions. Maintains the ability to hands on troubleshoot minor weatherization measures affecting customers of ARRA and WRAP programs. Meets regularly with other staff in the Multifamily Weatherization Program to coordinate activities. Has detailed working knowledge of all aspects of the programs – eligibility, operational & other and ensures work fully meets the State Plan Standards. Acts as a liaison between the customer and the staff – internal and external – assigned to each job. Resolves customer and crew complaints and / or issues using good problem-solving skills.

Qualifications: Requires superior communication skills, including the ability to explain program eligibility requirements and processes to customers with limited educational and construction backgrounds. Bachelor's degree preferred. Education may be substituted with experience on a year by year basis. Supervisory experience preferred. Demonstrated organizational skills including the ability to: direct staff that do not report directly to them to re-define and improve workflows and processes and to work as an effective member of a team. Demonstrated ability to handle multiple time sensitive projects. Ability to set up and maintain accurate and timely records. Knowledge of computer software i.e. MS Office products – especially Excel and Access. Ability to write clear and concise reports, plans and correspondence. Analytical and computational ability preferred.

Title: Auditor / QA - Weatherization (4 positions) ARRA ***NEW***
Location: 395 Wethersfield Avenue
Hours: 40 hours per

Position Summary: Under general supervision, performs responsible quality energy conservation audits and inspections and conducts quality audits of weatherization job sites to ensure compliance with (but not limited to) Department of Energy (DOE) Weatherization Assistance Program and the Weatherization Residential Assistance Program (WRAP) measures, as well as, the CRT Safety and Quality Programs. Adheres to the working field schedule as assigned. Using the CL&P WRAP Home Check Energy Audit, determine the factors contributing to energy loss in a home and make recommendations for conservation measures that meet the required Savings to Investment ratio. Measures a home and calculate square footage, volume and surface area. Identifies health and safety issues, including mold or moisture, in homes that are eligible for amelioration under the program. Evaluates existing insulation levels and determine additional needs to make recommendations to Program Manager. Utilize blower door apparatus to test a home for infiltration rate as part of an audit or post-weatherization test. Test the efficiency of combustible fuel heating systems utilizing a Bacharach system. Complete energy auditor reports and data enter them into the DOE auditor software. Educate customers on energy conservation techniques, hazards, use of CO monitors, etc. Ensures work fully meets the standards of CRT and funding source requirements. Perform post-weatherization inspections and testing. Monitor the work of subcontractors, including but not limited to work completion and quality, and compliance with mandated workplace requirements. Using post-project inspection surveys, measure client satisfaction and quality control of Weatherization services. Utilize computer database to track work assignments, completions, and inspections or any other function of the Energy Conservation Programs. Develop and maintain the CRT Safety and Quality Program documentation. Conduct quality audits of weatherization work performed by CRT staff and/or CRT contractors and provide feedback as needed. Report on quality audits performed using the CRT tracking database. Loading and unloading vehicles, including use of roof racks. Climbing ladders. Prepare detailed written materials including reports and analysis. Report any indications of client abuse or neglect.

Qualifications: Possesses a solid understanding of thermal transfer concepts in residential applications. Bachelor's degree in a scientific discipline or a high school diploma coupled with an appropriate certification from a Vocational-Technical program (e.g., Energy Auditor Certification Training Class [CSG], Home Energy Conservation Technician [ICPA Technical Education Center], Building Analyst 1 [Building Performance Institute]). Must pass the training course with a score of 75% or better and pass other CRT-required coursework. Intermediate math and advanced verbal and written communication skills. Valid Connecticut Driver's license. Exceptions to educational requirements may be made on a case by case basis for persons with a minimum of a high school diploma or GED and significant experience in energy conservation and weatherization measures.

Title: Program Coordinator (3 positions) - Weatherization ARRA ***Revised***
Location: 395 Wethersfield Avenue
Hours: 35 hours per week

Position Summary: Under general supervision performs program support and directs staff to work on the Energy Conservation Programs, including but not limited to the DOE Weatherization Assistance Program and the Weatherization Residential Assistance Program (WRAP). Has detailed working knowledge of all aspects of the programs – eligibility, operational & others and ensures work fully meets the standards of CRT and funding source requirements. Reviews field audits in the DSS computer system (CSG) for Quality Compliance and Return on Investment. Manages the exception process of obtaining DSS approval for high end measures including getting competitive bids. Identifies the appropriate contractors to be assigned to the specific jobs. Completes data entry of the contractor invoice information and determines the dollar amounts to be billed to each funding source. Utilizes the program's database(s) to track requests, audits, work assignments, completions, inspections and invoices. Acts as a liaison between the customer and the staff – internal and external – assigned to each job. Resolves customer and crew complaints and/or issues using good problem-solving skills. Fulfills the funding source reporting requirements and provides them with accurate and timely data/information. Prepares daily, weekly and monthly reports for CRT management and Weatherization Staff. Monitors and directs the work of the Program Specialist, contractors and contractor's staff to ensure accurate and timely data is in both the CRT internal management databases and the program specific databases. Communicates with program staff at DSS and at other CAP agencies as needed. Participates in the DSS Weatherization Coordinators Monthly Meetings. Ensures potential contractors are not on the current State of Connecticut Debarment list.

Qualifications: Requires superior communication skills, including the ability to explain program eligibility requirements and processes to customers with limited educational and construction backgrounds. Bachelor's degree preferred. Education may be substituted with experience on a year by year basis. Supervisory experience preferred.

Demonstrated organizational skills including the ability to: direct staff that do not report directly to them; to re-define and improve workflows and processes; and to work as an effective member of a team. Demonstrated ability to handle multiple time sensitive projects. Ability to set up and maintain accurate and timely records. Knowledge of computer software i.e. MS Office products – especially Excel and Access. Ability to write clear and concise reports, plans and correspondence. Analytical and computational ability strongly desired.

Title: Program Specialist - Weatherization ARRA ***NEW***
Location: 395 Wethersfield Avenue
Hours: 40 hours per week

Position Summary: Responsible for conducting assessment of client needs and services, logging of program requests, and providing customer service for the Weatherization program. Data entry in the agency Captain System as well as programmatic data bases, tracking systems and spreadsheets using Microsoft Excel, Access and DSS's authorized software (CSG). Collects and records required programmatic applications / requests and documentation. Conducts pre-screening potential eligibility for CRT, DSS, DECD or other community organizations' programs. Provides information and referral for other service needs. Confirms eligibility for Weatherization by checking if the location has been previously weatherized. Inputs data / information into the Captain computer software and programmatic databases (Excel, Access and DSS's authorized software (CSG)) to: log requests, track audits; track work orders; track inspections; and prepare invoices for our funding sources. Runs daily, weekly, monthly reports, as requested. Schedules appointments with our customers for the auditors, contractors and inspectors to complete the work. Makes copies of auditor, contractor and inspector documentation and program forms, as needed, organizes and maintains program files, calls out / sends faxes to Contractors regarding the status of open jobs and conducts preliminary steps with customers for program services.

Qualifications: A GED certificate or a high school diploma from an accredited institution of learning; solid listening, verbal and written communication skills; proven computer literacy; ability to work with persons from various racial/ethnic and economic backgrounds. Bilingual preferred.

Title: Senior Program Coordinator - Weatherization ARRA ***NEW***
Location: 395 Wethersfield Avenue
Hours: 40 hours per week

Position Summary: Under supervision of the Program Manager and Asst. Program Manager, performs quality review of program files to ensure program compliance. Supervises program coordinators and directs staff work assignments within the ARRA Weatherization Assistance Program Generates work orders and assists contractors with billing and other customer related issues. Coordinates goals, work orders, and other related issues between the single and multi-family ARRA Weatherization Programs. Reviews files to be closed to ensure that all forms, invoices and other documents are accurate, and meet the monitoring standards of CRT and DSS. Supervises Program Coordinators work assignments and assists with customer,/contractor issues. Tracks work orders that are assigned to contractors and confirms scheduling of work assignments within forty eight hours with customers. Meets regularly with project management staff in the Single Unit Weatherization Program to coordinate activities and determine monthly outcomes for ARRA Single Unit Weatherization and deadlines for completion of file justifications. Has detailed working knowledge of all aspects of the programs – eligibility, operational & other and ensures work fully meets the standards of CRT and funding source requirements. Reviews field audits in the DSS computer system (CSG) for Quality Compliance. Manages the exception process of obtaining DSS approval for high end measures including getting competitive bids. Completes data entry of the contractor invoice information and determines the dollar amounts to be billed to each funding source. Utilizes the program's database(s) to track requests, audits, work assignments, completions, inspections and invoices. Acts as a liaison between the customer and the staff – internal and external – assigned to each job. Resolves customer and crew complaints and / or issues using good problem-solving skills. Fulfills the funding source reporting requirements and provides them with accurate and timely data / information. Prepares daily, weekly and monthly reports for CRT management and Weatherization Staff. Monitors and directs the work of the Program Specialist staff to ensure accurate and timely data is in both the CRT internal management databases and the program specific databases. Communicates with program staff at DSS and at

other CAP agencies as needed. Participates in the DSS Weatherization Coordinators Monthly Meetings. Ensures potential contractors are not on the current State of Connecticut Debarment list.

Qualifications: Requires superior communication skills, including the ability to explain program eligibility requirements and processes to customers with limited educational and construction backgrounds. Bachelor's degree preferred. Education may be substituted with experience on a year by year basis. Supervisory experience preferred. Demonstrated organizational skills including the ability to: direct staff that do not report directly to them to re-define and improve workflows and processes; and to work as an effective member of a team. Demonstrated ability to handle multiple time sensitive projects. Ability to set up and maintain accurate and timely records. Knowledge of computer software i.e. MS Office products – especially Excel and Access. Ability to write clear and concise reports, plans and correspondence. Analytical and computational ability preferred.