



1425 S 13th St Omaha, NE 68108 402-934-9700 fax: 402-934-9703 www.omahahealthykids.org

JOB TITLE: Field Coordinator

Reports to: Director of Housing Services

Education Requirements: Bachelor's Degree preferred; or equivalent education and experience

JOB DESCRIPTION:

Engages with community partners to further the organization's goals for community lead poisoning prevention and Healthy Housing education. Works with a team of field staff to ensure housing clients are living in healthy housing. Conducts authentic and genuine in-person education and environmental testing in the highest-need housing areas of Omaha. Participates in case management meetings and ensures clients are receiving a holistic intervention.

- Provide lead poisoning prevention and healthy housing education
- Conduct client home visits using Healthy Home principles to assess the health of the home
- Maintain supply inventory for home visits and Asthma In-home Response supply kits
- Support any educational outreach events at the Center
- Coordinate with the OHKA team to develop educational materials that meet the needs of clients
- Conduct client follow-ups and post intervention education
- Provide lead education and lead information to members of the community
- Use software systems to track client interactions and services
- Attend outreach events and distribute healthy housing education
- Coordinate client's construction interventions with Construction Manager as needed

Other Duties

- Assist with organizational events as needed
- Maintain accurate and complete records of outreach activities for grants
- Occasional travel required
- Periodic attendance at outreach events outside of normal business hours required
- Programmatic case management of clients as required

WORK EXPERIENCE REQUIREMENTS:

- Bilingual in English and Spanish preferred
- Excellent communication skills, written and verbal
- Experience with social services
- Case management experience preferred
- Passion for OHKA's mission and vision, especially working with children and families in North and South Omaha
- Strong self-starter and independent thinker
- Detail-oriented and ability to multitask

We improve children's health through Healthy Homes



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- Knowledge of building science and/or public health a plus
- Team player who thrives in a dynamic environment
- Strong relationship builder and communicator with experience working with diverse teams
- Skilled at Microsoft and Google Tools

PHYSICAL REQUIREMENTS:

- Able to hold or rest weighted objects up to 25 pounds directly on hands, arms, or shoulders from one location to another
- Exerts oneself through walking, kneeling, and stooping
- Sitting for long periods of time in an office environment required