



Administrative Office
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Catholic Charities of the Diocese of Santa Rosa, a non-profit and the largest human services provider in the North Bay, serves the most vulnerable regardless of their religious, social, or economic background. We challenge poverty, counsel immigrants, and care for our seniors by supporting the dignity and independence of all we serve. We support, educate, create opportunities, ensure the well-being of our staff, and engage community leaders in the betterment of those most in need.

JOB ANNOUNCEMENT: Construction Analyst

Position Summary

The full-time Community Recovery Construction Analyst serves as the subject expert supporting Disaster Case Managers working with survivors of the 2017 Wildfires. The Construction Analyst is responsible for providing support and expert advice to Disaster Case Managers, Long Term Recovery Groups, and other key stakeholders involved in the long-term process of rebuilding homes in Napa, Lake, and Sonoma Counties. Activities include reviewing bids for repairs and/or rebuilds of survivors' homes; consulting with Disaster Case Managers, Long Term Recovery Groups, and other stakeholders on building processes and expectations; increasing the Disaster Case Management Program's knowledge of building requirements and best practices; and other activities in support of clients' rebuilding goals. The Construction Analyst must have a strong desire to serve others, and the ability to perform all duties with an understanding of the mission of Catholic Charities. This position is non-exempt, full-time with a starting salary of \$50,000 to \$52,000 per year.

Essential Functions

- At request of Disaster Case Managers, review and consult on building plans, bids, and other related construction documents and processes. This may include site walk-throughs with Disaster Case Managers and clients, one-on-one work with Disaster Case Managers, and Peer Reviews.
- Identify and capitalize on opportunities to increase Disaster Case Managers' working knowledge of construction processes. This may include a combination of trainings and document creation.
- Participate in Housing and/or Construction Committees belonging to relevant Long Term Recovery Groups, providing expert guidance as required.
- Follow established Disaster Case Management practices and procedures. Identify opportunities for improvement relating to construction. Design and implement improvements in collaboration with the Disaster Case Management Program team.
- Regularly communicate with the Senior Program Manager Community Recovery regarding goals and objectives of the Disaster Case Management Program's efforts to assist survivors with rebuilding.
- Maintain the highest levels of confidentiality regarding client information, sharing it only as agreed upon by the client and as evidenced by a signed release form.
- Other related duties as assigned.

NOTE: Catholic Charities considers this position to be a mandated reporter of elder and child abuse.

Agency Culture

The business and social environment we operate in has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to excellence in everything we do;*
- *A commitment to accreditation as well as performance and quality improvement;*
- *A commitment to outcomes and measured results;*
- *A commitment to innovation and to what is possible.*

Education, Experience, and Skills Required

- A minimum of ten years of successful experience in similar position or related field is preferred; enrollment in related classwork or related field such as community development, construction, business, or related is preferred.
- Working knowledge of plumbing, electrical, and HVAC, in addition to applicable building codes and regulations.
- Previous experience working with and providing service to fragile and/or vulnerable clients from a variety of economic, social, and cultural backgrounds in an appropriate, sensitive manner is required.
- Strong written and verbal communication skills in both languages
- Computer literate and able to employ agency project management and communication tools
- Cooperative, friendly, and helpful attitude with clients and co-workers. Ability to work closely with other employees to ensure positive, constructive environment within the program or department, and throughout the agency.
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach.
- Passion and enthusiasm for the mission of CCDSR and its clients.
- Possess valid driver's license; at least state required minimum of auto insurance.
- Computer literacy required, including experience with Excel, Outlook, Word, etc.
- Exhibit the core competencies, habits, critical thinking, attitudes, behavior, and drive to help make Catholic Charities and its programs a center of excellence and a model program.
- Must pass background clearance at start of employment.

Physical Requirements

- Requires ability to sit up to 3-6 hours per day with intermittent occasional walking, standing, and bending.
 - Occasionally may be required to lift items up to 10 pounds to a height up to 3 feet.
 - Occasionally may be required to carry items up to 10 pounds for distances up to 500 feet.
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PERKS

10 Vacation days per year

13 Holidays per year

Very Affordable Health, Vision and Dental Insurance
Referral Bonus for employees
403b Plan with 5.5% contribution
Premium Pay for Overnight Shifts
Team Spirit and Supportive Work Environment
Great Organizational Mission

Equal Employment Opportunity – M/F/D/V

Visit www.srcharities.org for an application.

We look forward to receiving your completed application resume and cover letter.

Open until filled.