



Home Repair Program Manager

Habitat for Humanity of Ventura County (HFHVC) is a leader in supporting the need for affordable housing, having built 77 affordable homes and repaired or renovated over 300 houses over the past 30 years.

Position Summary:

The Home Repair Program Manager leads Habitat for Humanity of Ventura County's (HFHVC) efforts to support prospective and approved home repair clients throughout their journey with the organization. This position manages homeowner case files, oversees intake and eligibility processes, manages program reporting, and provides compassionate guidance to families pursuing home repairs with HFHVC.

- Full-time (40 hours per week), Non-Exempt
- Salary: Non-Exempt, \$31.25 - \$32.69 per hour
- Benefits: 100% employer-covered medical/vision/dental insurance (employee pays for any dependent's coverage)
- Reports to: Chief Construction Officer (CCO)
- Work schedule: Monday – Friday with rare weekend and evening requirements.
- Location: Oxnard, CA

Primary Responsibilities:

Case Management:

- Answer all phone calls, emails and potential client questions about the Habitat Ventura County Home Repair program.
- Serve as the Habitat liaison to homeowners selected for the Home Repair program thru project completion.
- Prepare Home Repair applications for submission:
 - Conduct intake interviews, verifying program eligibility
 - Collect all required documents, ensuring completeness, confidentiality and compliance.
- Submit complete applications to funding partners for approval. Handle any follow-up for further documentation.
- Maintain regular communication with home repair participants during construction.
- Develop and maintain program systems, forms, and procedures that ensure accuracy, transparency, and consistency. This includes record retention (electronic and paper).

Program Administration:

- Partner with Construction, Development and Finance staff to align home repair timelines with project schedules and funding requirements.
- Schedule construction site visits in applicant homes.
- Provide the finance department with complete and accurate monthly reporting and reimbursement documents.
- Trace and report metrics for internal use, grant submissions and reporting.
- Complete Habitat for Humanity International quarterly program reports.
- Ensure accuracy and maintain Certificates of Insurance for sub-contractors.

- Maintain sub-contractor agreements.
- Maintain knowledge of and adhere to all local and state laws as well as Habitat policies regarding home repairs to ensure HFHVC policies and practices stay current and in compliance.

Community Engagement:

- Coordinate program recruitment with Construction and Development staff.
- Build and maintain relationships with funding and strategic partner agencies.
- Represent HFHVC at outreach events, community fairs, and partnership meetings.

Management:

- Manage Home Repair Site Supervisor, ensuring construction projects are completed on time and administrative tasks are completed correctly

Preferred Skills & Qualifications:

- Commitment to Habitat for Humanity's mission and goals.
- Bilingual in Spanish/English required.
- Bachelor's degree in Social Work, Human Services, Community Development, or a related field preferred. Equivalent experience considered.
- Minimum of 3 years of experience in case management, affordable housing, or related nonprofit program management.
- Dynamic and engaging personality with a high level of customer service skills.
- Excellent interpersonal, communication, and organizational skills.
- Strong computer skills including Microsoft Office.
- High attention to detail and strong time management skills.
- Commitment to upholding policies around ethical behavior including safeguarding and whistleblowing.

Working Conditions:

The work condition characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A professional office environment.
- The noise level is usually moderate.
- Environment involves significant interaction with internal teams and external stakeholders
- The pace can be fast-paced and dynamic, especially around funding deadlines.
- Regular use of a computer, phone, and other office machinery for extended periods.
- Ability to sit or stand for long periods of time.
- Occasional light lifting and/or moving of materials (e.g., event supplies, boxes) up to 25 pounds might be required.

How to Apply:

Send a Resume and a Cover Letter outlining relevant experience and skills to info@habitatventura.org. Position open until filled. Incomplete applications will not be reviewed. Short-listed candidates will be contacted for interviews on a rolling basis.