## C:\Users\Neighborhood Housing\Pictures\logo address.jpgPOSITION DESCRIPTION: REHAB CREW/Carpenter’s Helper

**OVERVIEW**

The Rehab Crew is a part time, hourly position with Neighborhood Housing Services reporting to the Crew Leader and Executive Director. This position works in conjunction with the Rehab Department, NHS Management and the Board of Directors.

**RESPONSIBILITIES**

1. Assists Rehab Project Manager on a variety of tasks as requested.

2. Assisting with building maintenance including repairs, building upkeep,

snow removal.

3. Working as support staff at NHS construction or rehab sites as needed

4. Assists in maintaining agency rehab equipment, tools.

5. Supports the Executive Director and other staff with special events as

 assigned.

6. Accepts other duties as assigned by the Crew Leader & Executive Director.

7. Maintains appropriate client confidentiality as referenced in NHS personnel

 policy.

**REQUIREMENTS**

1. Must have valid driver’s license.
2. Hand tools and ability to obtain additional hand tools responsibility of employee (as required)
3. Ability to obtain certifications required for work being done including but not limited to lead safe work practices, Safety training, etc.
4. Must have high school diploma or equivalent.

**SALARY RANGE**

Starting salary $10 - $14/hour according to experience and abilities.

**BENEFITS**

Holidays, ability to accrue vacation, other benefits as described in NHS personnel policies

**INTERESTED APPLICANTS**

Interested parties should submit a resume to b\_hayes-upton@mvnhs.org or by mail to NHS 710 Charlotte St Davenport, IA 52803. Or complete attached application and return via either of the above means.