

Job Title: Road and Bridge/Solid Waste Clean Up Laborer

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Job Description: Must have high school diploma or GED. Full-time position. Will work 40 - 50 hours per week. Must be able to clean up roadways from Hurricane debris. Must pick up debris by hand. Must shovel smaller debris into larger piles. Must be able to adapt and work in weather conditions that effect work environment and work spaces varies due to location. All positions require ability to bend. Most work time is spent standing or walking. Manual lifting, carrying, pushing, and pulling are major requirements. Must have willingness to work, agility, and work with minimal supervision.

Instructions: Apply at the local WIN Job Center

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Pay Range: \$9.00 per Hour

Tips Earned: None

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Duration: 14-180 days

Hours per Week: 40-50

Schedule Hours: Full Time

Schedule Term: Temporary

Shift(s): Days

Day(s): Monday, Tuesday, Wednesday, Thursday, Friday

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Relocation Required: No

Tools Required: No

Driver's License Required: No

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Minimum Age: 18

Months of Experience Required: None

Education Level Required: None

Additional Education: None

# EMERGENCY MANAGEMENT

## JOB DESCRIPTION

### OFFICE AND ADMINISTRATIVE SUPPORT WORKER-DISASTER RELIEF

**DUTIES:** Assist with any data entry, clerical, liaison between Greene County residents and FEMA and other duties assigned related to Hurricane Isaac.

Employee Benefits: None

Pay Rate: \$15.00



**L.I.F.E. Resource Center**

120 Street A, Suite C  
Post Office Box 1789  
Picayune, MS 39466

Phone: 601-799-5886  
Fax: 601-799-3536  
Web: [www.caec-life.com](http://www.caec-life.com)

## Case Manager Job Description

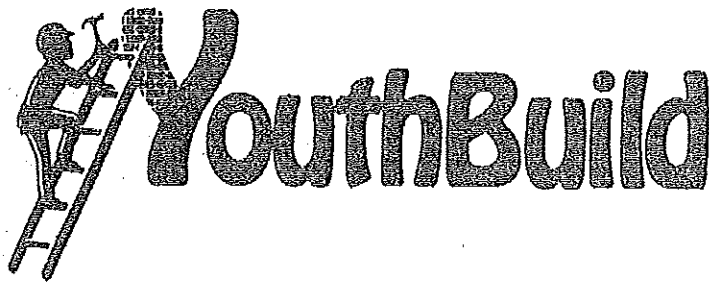
FTE: 2 (32 hours per week)

Education: An Associate in Social Service related field or some College courses

Experience: Some case management experience preferred.

LIFE Resource Center Case Managers establish partnership relationships with Hurricane Isaac Survivors to assist them in the process of recovery. They place particular focus on linking survivors to permanent, safe, and decent housing, as well as, assist them to access resources needed to achieve self-sufficiency and recovery. Case Management responsibilities and activities include the following:

- Participating in outreach efforts to identify Hurricane Isaac survivors needing case management services to promote recovery.
- Obtaining necessary client consent to contact organizations in order to address needs.
- Conducting client interviews to gather information and to help identify clients' needs.
- Developing individual client recovery plans that addresses strengthening clients to move them toward recovery, assessing needed services and adjusting recovery plans as needed.
- Linking clients to available resources and assisting clients with application process and navigation of agencies to access the resources clients' need to recover.
- Development of grant requests and presentation of grant requests to long-term recovery committees to access funds for housing repairs or other recovery needs.
- Maintenance of detailed and up-to-date client files and providing up dates to data entry personnel in a timely manner.
- Advocating on behalf of clients to access resources.
- Maintenance of confidentiality regarding client information-disclosing client information only with consent.
- Provision of regular reports of casework activities, progress, and problems to supervisor.
- Closing cases as appropriate as case plans implemented; completing case closure documents.



1337 31<sup>st</sup> Avenue  
Gulfport, MS  
39501  
228-867-5600

<b>Position:</b>	Construction Coordinator	<b>Category:</b>	Managers
<b>Reports to:</b>	Program Manager	<b>Program:</b>	Any
<b>Location:</b>	Gulfport, MS	<b>Direct</b>	No
<b>Status:</b>	Full-time	<b>Reports:</b>	
		<b>FLSA:</b>	Exempt

**Summary:**

The Construction Coordinator will assess client homes eligible for a rebuild or rehabilitation for damages done to their real property and create the cost analysis to complete the construction job. Additionally, Assessor / Estimator serves the broader needs of Construction team in areas of budget tracking for materials, material procurement, and volunteer coordinator.

**Duties:**

- Determines the extent of damage to a client home and determines based on scope of work whether a home is destroyed or can be rebuilt;
- Works with vendors, subcontractors, and volunteers to create a "take off list" and a price list to complete repairs;
- Ensures the property is prepared for repairs including demolitions, permitting, surveys, elevation needs and other construction aspects to complete the job;
- Develops detailed construction plans and schedules;
- Coordinates and monitors the progress and quality of work as assigned and reports to Construction Manager the progress of weekly work assignments and priorities.
- Monitors job site budget costs and ensures expenditures, progress and timeliness are aligned with grant;
- Reviews individual construction case files regularly to ensure program compliance;
- Oversees and manages necessary construction databases needed to provide statistics and reporting for current and future funding;
- Ensures work-site safety, learning of safety procedures, and proper construction techniques as outlined in the Job Safety Manual and the Quality Control Manual;
- Identifies private contractors or developers for collaborative partnerships with IRD;
- Establishes and maintains on-going relationships with community agencies and faith-based organizations to ensure necessary cooperation and coordination in achievement of common goals, and represents and interprets the mission and work of the agency and its program to the community;
- Ensures that all material needs are secured and delivered to the job site;



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- Creates volunteer packet and serves as the liaison between Construction Team and the volunteer organization, and coordinates volunteer needs; and
- Other duties as assigned.
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- **Required Skills & Experience:**
- 3+ years experience with construction record keeping, working with vendors and vendor negotiation, working with construction volunteers and providing onsite direction.
- Intermediate knowledge of Microsoft Office Suite.
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