



# Humboldt Senior Resource Center

## Preventing Homelessness in Older & Disabled Adults

**Application:**  
**Homeless Emergency Aid Program**  
**RFP No. DHHS2019-01**  
**March 14, 2019**

**Humboldt Senior Resource Center**  
**1910 California Street**  
**Eureka, CA 95501**  
**707.443.9747**  
**[www.humsenior.org](http://www.humsenior.org)**



## Humboldt Senior Resource Center

*Supporting seniors in maintaining health, dignity and self-determination.*

March 14, 2019

Jarod Proffitt, Administrative Services Officer  
507 F Street  
Eureka, CA 95501

Dear Mr. Proffitt,

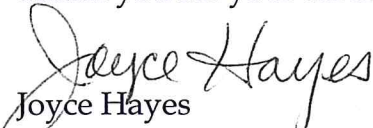
The Humboldt Senior Resource Center (HSRC) is applying for a Homeless Emergency Aid Program award. We offer long-term supportive care services to the participants of our programs and propose to offer those who are at risk of homelessness, or are already homeless, assistance with home and safety repairs, appliances, utility bills, motel vouchers, short-term housing and rental assistance, as well as referral to appropriate services, in accordance with Humboldt County's Housing First principles.

We administer three healthcare programs in which the majority of participants are on Medi-Cal. These are Redwood Coast PACE, Adult Day Health, and the Multipurpose Senior Services Program (MSSP). An important issue is that by regulation the participants must be safely housed, or they are not eligible for the healthcare programs. Yet sometimes these participants are one home repair they cannot afford away from homelessness. They are at imminent risk of both being dis-enrolled from the healthcare program and losing their home.

The PACE and MSSP programs provide assistance and home safety repairs in a small way, but it has been a constant struggle to meet the real need. A fourth HSRC program, Activities, has a very small grant from the City of Eureka to help seniors with repairs within the city limits. We have many years of experience providing the services. What we lack is a centralized program with knowledgeable staff and a budget for assistance. We propose to pool our existing funds, add them to a HEAP award for \$323,529 and hire a Housing Coordinator who will work with a part-time handyman and subcontractors, and also coordinate with the available external resources and services to keep this frail population of seniors and the disabled safely housed.

Our representative to communicate with the county on our behalf is Janet Ruprecht, Development Coordinator, at 1910 California Street, Eureka, CA 95501. Her phone number is 443-9747, ext. 1231. Her email is [jruprecht@humsenior.org](mailto:jruprecht@humsenior.org).

Thank you for your careful consideration of this request,

  
Joyce Hayes  
Executive Director

**REQUEST FOR PROPOSALS – NO. DHHS2019-01  
HOMELESS EMERGENCY AID PROGRAM**

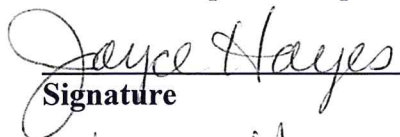
**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit With Proposal)**

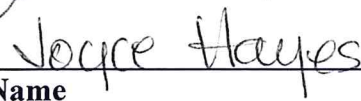
<b>REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT</b>	
<b>NAME OF ORGANIZATION/AGENCY:</b>	Humboldt Senior Resource Center
<b>STREET ADDRESS:</b>	1910 California Street
<b>CITY, STATE, ZIP</b>	Eureka, CA 95501
<b>CONTACT PERSON:</b>	Janet Ruprecht
<b>PHONE #:</b>	707.443.9747 ext. 1231
<b>FAX #:</b>	707.443.3498
<b>EMAIL:</b>	jruprecht@humsenior.org

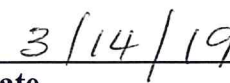
Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

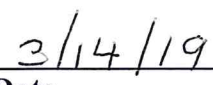
In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

  
\_\_\_\_\_  
**Signature**

  
\_\_\_\_\_  
**Name**

  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Date**

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)  
Addendum #   Addendum #   Addendum #   Addendum #



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## 4.0 Professional Profile

### A. Organizational overview

1. The Humboldt Senior Resource Center (HSRC) is located at 1910 California Street in Eureka, California. Our mission is that seniors and their caregivers in Humboldt County will have a high-quality life with dignity, health, and self-determination in a community of respect and tolerance. We are a community-based, 501 (c)(3) non-profit organization governed by a board of directors.

### 2. Current and previous business activities

- a. The organization was founded in 1974 to provide information and referral services to local seniors and their families. Innovation and high quality performance have been constant. Within 10 years, we were also providing meals for seniors, home health care, adult day health, senior home repair, and the newspaper, Senior News. We operate Senior Dining Centers in Arcata, Eureka and Fortuna, and we provide Home Delivered Meals in those cities and the surrounding communities.

In 1984, we opened Eureka Adult Day Services, which became Adult Day Health (ADH). This is a therapeutic day program for disabled adults 18 and older. In 1985, we began the Multipurpose Senior Services Program (MSSP). In 2009, after a major capital campaign, we opened the new Alzheimer's Services center to help families and individuals coping with dementia. In 2014, we opened Redwood Coast PACE (Program for All-inclusive Care for the Elderly), which provides comprehensive health care and support services for the frail elderly.

- b. We have been operating under the name Humboldt Senior Resource Center since 1992. Prior to that, we were known as Humboldt County Senior Citizens Council, Inc.
- c. We began offering the Senior Home Repair program in 1982. For 37 years, we have employed a handyman to make small safety repairs. MSSP funds some minor home and safety repairs. In 2014, we opened Redwood Coast PACE, which has also funded minor repairs. These services are similar, on a smaller scale, to the services we are proposing for the HEAP project.
- d. The City of Eureka is the government agency for which we provide the Senior Home Repair service. MSSP receives funding and is monitored by the California

Department of Health Care Services (DHCS). Redwood Coast PACE receives Medi-Cal funding through DHCS and Medicare through the federal Centers for Medicare and Medicaid Services (CMS). The Adult Day Health program (ADH) receives Medi-Cal funding through Partnership Health Care, and also receives funding from the Veterans Administration and the Redwood Coast Regional Center

3. There has been no litigation regarding these services.
4. There have been no fraud convictions.
5. There have been no debarments, suspensions, or other ineligibility.
6. There have been no violations of regulatory requirements.
7. The Humboldt Senior Resource center does not hold a controlling or other financial interest in any other organization, and is not owned or controlled by any other organization.

**B. Overview of qualifications and experience**

1. The Humboldt Senior Resource Center presently has three programs that provide home safety repairs in a small way. These are the Activities Program, with Eureka Senior Home Repairs; MSSP; and Redwood Coast PACE. The Activities Program employs a handyman, and the other two programs use subcontractors. All of these programs employ social workers who evaluate the requests for home repairs or moving expenses. PACE, which provides around-the clock-services to keep participants in their homes, also has a Home Care Coordinator and physical and occupational therapists who assess home safety and make recommendations.
2. The Humboldt Senior Resource Center has provided service in the community for over 45 years and is knowledgeable about the health and social needs of the senior population. We have experience in working with federal, county and city regulations. We employ a handyman for basic repairs and subcontractors as needed. Subcontractors have the appropriate licensing and certifications for their specialties.



3. For the job titles, responsibilities, special training, licenses, and certifications of all members of our staff, please refer to the job descriptions' of Housing Coordinator and Home Repair Worker in Section 6.0, Supplemental Documentation.

4. Qualifications of Key Staff

**Teresa Oliveri, RN, BSN, Director of Health Services**

**Teresa Oliveri will manage the program.** She has 14 years nursing experience with the last 13 being in community-based care organizations, including Home Health and Hospice, Assisted Living and Memory Care in Oregon.

Prior to moving to Eureka in 2016, Teresa was the lead in opening a new licensed, endorsed Memory Care Community in Oregon, which is a secured residential care facility serving 16 high-needs people with dementia. She was responsible for licensing, policies and procedures, and all related health services in accordance with the Oregon Administrative Rules for endorsed memory communities. She continues her role as an owner and consultant.

In her current position, she directs Adult Day Health, a medical-model day center program with skilled nursing, physical, occupational, and speech therapy, and psychological consultations for disabled adults 18 and older; Alzheimer's Services; as well as MSSP, a care management program for low-income, 65 and older, frail adults. In Oregon, she had the opportunity to work with several homeless older adults who were assisted by Adult Protective Services in finding housing in Assisted Living. (In Oregon, Medicaid is a payer source in assisted living.) Teresa has a passion for vulnerable and under-served population groups and has a particular interest in this project due to seeing housing as a key component in a holistic approach to health care.

**Barbara LaHaie, MS, Director of Redwood Coast PACE**

Barbara LaHaie will provide consultation and support for program implementation. She earned a Bachelor of Arts in Social Welfare and a Master's degree in Marriage, Family and Child Counseling. She has worked in the health and human services field for over 30 years both in government and nonprofit programs.

Prior to coming to Humboldt Senior Resource Center's Redwood Coast PACE, she worked 15 years at the Humboldt County Department of Health and Human Services. In her position as assistant director of DHHS, she was responsible for the

daily operations of the Social Services, Public Health, Mental Health branches. In addition, she oversaw the research and evaluation, community support, and the housing and homeless programs. She was the co-chair of the Humboldt County Housing and Homeless coalition for 5 years.

As the PACE director, Barbara is responsible for implementation of a health plan that provides comprehensive medical and social services to participants, 24 hours, 7 days a week. The Redwood Coast PACE staff includes primary medical care staff, nurses, occupational and physical therapists, registered dietician, social workers, activity therapist, center care providers, in home care providers, and drivers. Many of the staff provides services in the participant's residence. PACE provides a day center, medical clinic, gym, in-home care, transportation to the center and medical appointments, meals and other long-term supportive care services.

## **5.0 Project Description**

The overall goal of this proposal is to prevent homelessness among the participants of the Humboldt Senior Resource Center programs. The agency offers long-term supportive care services to the participants of our programs, and proposes to offer those who are at risk of homelessness, or are already homeless, assistance with home and safety repairs, appliances, utility bills, motel vouchers, short-term housing and rental assistance, as well as referral to appropriate services, in accordance with Humboldt County's Housing First principles.

### **A. Project Design**

#### **1. Detailed description.**

At the present time, the agency serves approximately 330 program participants who are on Medi-Cal: we use eligibility for Medi-Cal as an indicator of low-income status. The number of people we serve is steadily growing as the senior demographic increases. Within two years, it will approach 400 participants.

An important issue is that, by regulation, the participants must be safely housed, or they are not eligible for the healthcare programs. Yet sometimes these participants are one home repair that they cannot afford away from homelessness. They are at risk of both being dis-enrolled from the healthcare program and losing their home.



The participants are frail when they enter these three healthcare programs. MSSP serves seniors 65 years and older who receive Medi-Cal and are at risk of placement in a skilled nursing facility due to frail health. It provides long-term help with arranging the services required to keep clients in their homes.

Redwood Coast PACE is an all-inclusive healthcare and supportive services program for frail elderly age 55 and over, who are state-certified as needing a skilled nursing facility level of care, but who want to remain in their homes and can safely do so. They have an average of eight acute and chronic medical problems and two limitations in performing activities of daily living. Ninety-nine percent of PACE participants receive MediCal.

Adult Day Health is a licensed, therapeutic day program offering care to disabled adults who need a skilled nursing level of care, personal services, supervision, or assistance essential to sustain the activities of daily living. The participants are mentally and physically disabled adults over 18, the majority of whom (93%) are low-income (enrolled in Medi-Cal). The average age is 70. They typically have two chronic diseases, usually more, and all have limitations in their ability to perform activities of daily living.

Older adults often grow more frail as they age, requiring walkers and wheelchairs; access to their own homes can become a problem. A commonly needed safety repair is the building of a wheelchair ramp. Inside the home, they frequently need safety railings, especially in the bathroom and the bedroom. Medi-Cal and Medicare pay for durable medical equipment, like the wheelchair, but do not reimburse for the matching home improvement, the ramp.

- a. Eighty individuals will be served over the 24-month grant period. This is based upon the current demographics and historic data for needs of the participants, as well as projections for the planned expansion of these programs to the Eel River Valley.
- b. The project will serve seniors and disabled adults who are participants in Humboldt Senior Resource Center programs and live in our service area, north to Trinidad, south to Scotia, and inland to Blue Lake and Carlotta.
- c. The project will assist in Humboldt County's effort to end homelessness by helping seniors and disabled adults who are homeless, or at imminent risk of homelessness, be safely housed, as well as receive the supportive services that lead to success.

2. The primary sector of the Target Population the project will serve is low-income older adults who are participants of Redwood Coast PACE, seniors who are clients of MSSP, as well as disabled participants (18 and older) of the Adult Day Health Program, who are at imminent risk of homelessness.

3. Other funding: HSRC has been the recipient of a small annual grant (\$5000) from the City of Eureka to subsidize the Senior Home Repair program for seniors who live inside the city limits. HSRC is providing \$500/month of in-kind support to cover office space, supplies and IT assistance. In addition, all the programs involved employ social workers who will serve as the intake and referral resources for this project.

4. Our Target Population is participants enrolled or referrals to the MSSP, Adult Day Health and PACE programs. We plan to work closely with the County's Coordinated Entry System to ensure participants meet criteria. A needs assessment will be completed by the program social worker, which will include checklist of items and activities to support the participant becoming or remaining housed. Program social workers will coordinate with programs' Inter-Disciplinary Teams, community services and appropriate medical staff from PACE, Open Door Community Health Center, and the St. Joseph Medical system.

5. N/A

6. This application requests funding for a fulltime housing coordinator to work in coordination with program social services and medical staff to ensure housing is being maintained, or located, with appropriate supportive services. In addition, a part-time handyman will be employed to make minor home and safety repairs based upon project need, those not requiring a licensed contractor or building permits.

7. We already connect participants with other appropriate services and resources. Our staff works collaboratively with Open Door for behavior health and medical care. We work closely with Humboldt Department of Health and Human Services; Eligibility, Adult Protective Services, In-Home Supportive Services, Adult Mental Health and public health. We also work with the Health Insurance Counseling and Advocacy Program, Legal Services of Northern California, and Humboldt County Legal Services and Self-Help Resources.

8. The Housing Coordinator will be trained in using the County's Homeless Management Information System (HMIS). The Coordinator will create a monthly report that includes numbers of participants referred, number served, type of services delivered, length of service, costs, number of participants with stable housing, number

and costs of housing repairs. If the program does not meet its target of numbers served, we will reevaluate our outreach efforts and the process of identifying participants' needs, and make appropriate adjustments.

9. After HEAP funding is no longer available, we will seek other funders, and if that should prove impossible, we will close out the existing projects and return to assisting participants at our present level of service.

10. We will adhere to the County's Housing First principles. HSRC has a philosophy and history of meeting our participants where they are at, and we don't require that they have no criminal background, or refrain from drugs and alcohol. Many of our participants have challenges with their credit and housing history.

11. N/A



B. Project Budget

**REQUEST FOR PROPOSALS – NO. DHHS 2019-01  
HOMELESS EMERGENCY AID PROGRAM**

**ATTACHMENT B – PROPOSED BUDGET**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Director of Health Services Hourly rate of pay or salary calculation: \$41.94 per hour plus benefits, 1 hour per week, for 2 years	\$5667
Title: Housing Coordinator Hourly Rate of Pay or Salary Calculation: \$16.17 per hour plus benefits for 2 years Duties Description: Coordinates housing support services, home repairs, rental assistance	\$88,742
Title: Home Repair Worker Hourly Rate of Pay or Salary Calculation: \$16.17 estimate 20 hours per month Duties Description: provides home repair services	\$33,633
<b>Total Personnel Costs:</b>	\$128,042
<b>B. Operational Costs</b>	
Item: Rental Assistance Description: provide rental assistance up to \$2,000 per participant for 45 participants for 2 years	\$90,000
Item: Home Housing Repairs Description: provide repairs estimated at \$2,500 per participant up to 20 participants for 2 years	\$50,000
<b>Total Operational Costs:</b>	\$ 140,000
<b>C. Supplies</b>	
Item: Cell phone for Housing Coordinator Description: \$175 for phone, + \$ 1800 (75 monthly charges x 24 mos)	\$1,975
Item: Laptop Computer Description: Laptop for Housing Coordinator	\$1,000
Item: Description:	
<b>Total Supply Costs:</b>	\$2,975
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
Item: Mileage reimbursement for Housing Coordinator and Home Repair Description: 300 miles per month at .50 cents per mile for 24 months	\$3,600
Item: Description:	
<b>Total Transportation/Travel Costs:</b>	\$3,600
<b>E. Other Costs</b>	
Item: Hotel vouchers Description: \$75 per night x 140 nights total for 2 years	\$10,500
Item: Appliance assistance Description: \$200 per participant(refrigerator, microwave, stove) for 20 participants over 2 years	\$4,000
Item: Utility Assistance (electricity, water, garbage) Description: \$200 per participant 30 participants over 2 years	\$5,000
Item: Administrative costs 10% of 294,117. of total costs = 29,412	29,412
<b>Total Other Costs:</b>	\$48,912
<b>Grand Total:</b>	<b>\$323,529</b>

## **6.0 Supplemental documentation (attached)**

A. Job Description, Housing Coordinator

B. Job Description, Home Repair Worker

C. Contractor Scope of Work

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Housing Coordinator

**DEPARTMENT:** Health Services

**REPORTS TO:** Director of Health Services

**FLSA STATUS:** Non-Exempt/Hourly

**APPROVED:** March 2019

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**JOB SUMMARY:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide housing services to participants, including working directly with landlords.
2. Work closely with HSRC program staff referring and providing services to participants.
3. Coordinate services for program participants to ensure that participants are receiving essential services to increase positive housing outcomes.
4. Develop and manage comprehensive outreach/ working relationships with community members, especially landlords. Implement a landlord recruitment and retention plan.
5. Troubleshoot housing issues and challenges.
6. Coordinate case management with other human services providers assisting clients.
7. Maintain a broad-based working knowledge of HUD and local housing programs.
8. Attend program meetings as appropriate to coordinate services.
9. Maintain client files, including all necessary housing documentation and grant-related documentation.
10. Perform home visits and off-site case management meetings.
11. Utilize the County's Coordinated Entry System.
12. Enter program data into the Homeless Management Information System (HMIS).

**EDUCATION &/or EXPERIENCE:**

1. High school diploma or GED equivalent required. Additional education preferred.
2. At least one (1) year of experience working with a frail or elderly population.

**LICENSES OR CERTIFICATES:**

1. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.

**PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.



## **JOB SKILLS:**

1. **Skills/Aptitudes:** Ability to work independently and within an Interdisciplinary Team. Good organizational skills.
2. **Interaction with others:** Excellent interpersonal interactions that result in team building.
3. **Time/Deadline/Shift/Overtime requirements:** Exhibits the ability to complete duties within an agreed-upon timeframe and to adjust personal schedule if required.
4. **Flexibility requirements:** Adapts appropriately to change of priorities and workload.
5. **Communication skills required:** Demonstrates sound verbal and written communication skills to convey information effectively.
6. **Emotional stability requirements:** Maintains a positive attitude and balance in relationships with others in complex interpersonal situations.
7. **Attention to detail requirements:** Incorporates an understanding of detailed requirements in work activities. Ability to collect and analyze program data.
8. **Customer service skills** necessary to work with diverse frail and/or elderly populations, including sensitivity to cultural tendencies and customs.
9. **Excellent interpersonal interactions** that result in team building and contribute to effective work relationships, successful negotiation, and conflict resolution. Demonstrates effective social interaction with co-workers, management, participants, and community contacts including referral sources.
10. **Ability to work independently and within an Interdisciplinary Team** and possession of strong organizational and time management skills.
11. **Demonstrates sound verbal and written communication skills** to convey information effectively.
12. **Ability to use good judgment,** resourcefulness, flexibility, and problem-solving skills.
13. **Strong basic computer skills** (Microsoft Outlook, Word, Power Point, and Excel).

## **SUPERVISORY REQUIREMENTS:**

This position has/no Supervisory requirements.

## **PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.				X		Reach over shoulder		X			
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl	X				
						Kneel		X			
<b><i>Pushing/Pulling</i></b>						Squat		X			
Under 10 lbs.		X				Sit				X	
11-20 lbs.		X				Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces				X	
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand				X	
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key				X		Automatic Trans				X	
Fingering (Fine dexterity)				X		Standard Trans				X	
Handling (grasping, holding)				X							
Repetitive Motion-Hands		X									
Repetitive Motion-Feet				X							

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## **HUMBOLDT SENIOR RESOURCE CENTER**

### **Job Description**

**JOB TITLE:** Home Repair Worker

**DEPARTMENT:** Health Services

**REPORTS TO:** Director of Health Services

**FLSA STATUS:** Non-Exempt/Hourly

**APPROVED:** 03/10/2015

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**JOB SUMMARY:** Perform minor home repairs for participants in HSRC programs. This position includes an initial onsite assessment of: the scope of work for each job, the materials needed (and the approximate costs involved), and the estimated time to complete the work.

#### **ESSENTIAL DUTIES AND RESONSIBILITIES:**

1. Complete initial assessment of each job for labor and material needs (for budgeting purposes) and doing safety evaluations as permitted by client.
2. Perform minor home repairs (those not requiring a licensed contractor or building permits), including but not limited to:
  - Repairs to floor boards, porches, steps, railings
  - Installation of grab bars, hand rails, smoke detectors
  - Safety repairs such as tacking down loose carpet
  - Weatherization of windows and doors
  - Minor electrical or plumbing tasks (replacing gaskets)
  - Other minor tasks that would be difficult for seniors, such as changing light bulbs in ceiling fixtures, changing batteries in smoke detectors
  - Other duties as assigned
2. Complete required paperwork for each job in a timely manner.

#### **EDUCATION &/or EXPERIENCE:**

1. Three (3) to five (5) years' experience in basic home repair, with demonstrable skill in carpentry, minor plumbing, and electrical repairs, grab bar installation, on jobs not requiring a licensed contractor.
2. Demonstrated interest in working with the older adult; knowledge of and sensitivity to the needs and possible problems of the older adult.

#### **LICENSES OR CERTIFICATES:**

1. Must have valid California Driver's License and vehicle insurance required.

#### **JOB SKILLS:**

1. Ability to work well with others.
2. Must have all required tools, kept in good repair.
3. Knowledge of Eureka and Humboldt County area desirable.



**SUPERVISORY REQUIREMENTS:**

1. This position has no supervisory requirements.

**PHYSICAL REQUIREMENTS:****ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.				X		Reach over head			X		
21-50 lbs.			X			Reach outward			X		
51-100 lbs.		X				Climb			X		
Over 100 lbs.		X				Crawl			X		
						Kneel			X		
<b><i>Pushing/Pulling</i></b>						Squat			X		
Under 10 lbs.			X			Sit			X		
11-20 lbs.			X			Walk-Normal Surfaces			X		
21-50 lbs.			X			Walk-Uneven Surfaces			X		
51-100 lbs.		X				Walk-Slippery Surfaces			X		
Over 100 lbs.		X				Stand			X		
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key		X				Automatic Trans			X		
Fingering (Fine dexterity)			X			Standard Trans			X		
Handling (grasping, holding)				X							
Repetitive Motion-Hands				X							
Repetitive Motion-Feet		X									

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Contractor Scope of Work**

Contractor is engaged to perform the scope of work as set forth in this Agreement and in Attachment A. Contractor shall perform and discharge well and faithfully the duties and provide the services described here.

Handyman duties including:

- Purchase and installation of Durable Medical Equipment
- Grab bars
- Safety equipment in the home

Minor construction of safety modifications, such as:

- Ramps
- Handrails

Expenses related to the above may include:

- Mileage
- Materials
- Travel time

Base rate of \$25 per hour

**All work will be performed only with the prior authorization of the Humboldt Senior Resource Center.**

## **7.0 Exceptions, Objections, and Requested Changes**

None.

## **8.0 Required attachments**

These are included above as 2.0 Signature Affidavit (page 2); 5.B Project Budget (page 11) and 6.0 Supplemental Documentation (following page 12).