



ABWK Homeowner Interviewer

Volunteer Services Description:

Volunteers from the Twin Cities community will play a significant role in the homeowner interviewing and home assessment process for families partnering with our A Brush with Kindness (ABWK) program. During the interview process, volunteers will assess applicants need for work on their home and willingness to partner with Twin Cities Habitat (TCHF).

Responsibilities:

- Interview potential applicants for A Brush with Kindness with a home interview partner
 - Schedule and conduct interview with applicant family at their home
 - Take photos of the home and its potential work areas
 - Update applicant information, and complete interview and home assessment forms
- Make recommendations to ABWK staff regarding applicant's need for work, fit within the program and willingness to partner
- Attend meetings with ABWK staff as needed to discuss assessments and interviews

Volunteer Impact:

By completing homeowner interviews, volunteers contribute to helping identify potential families that best fit the program parameters for partner families. ABWK staff visit homes to follow up with homeowners that have been identified by the interviewer as having appropriate need are willing to fulfill ABWK partner requirements.

Preferred Skills:

- Excellent communication skills including:
 - Ability to engage applicants in conversation and have an understanding and compassionate attitude
 - Ability to report information objectively by accurately completing the assessment forms while being respectful and understanding of people from different backgrounds and values
 - Clear written and verbal communication with applicants and ABWK staff
- Be compassionate, understanding yet give an objective assessment of family situations
- Ensure confidentiality of applicants
- Organized with scheduling and paperwork
- Home repair or construction knowledge preferred

Expected Time Commitment:

- Volunteers are expected to complete a minimum of 6 interviews/assessments monthly
 - Interviews will last 30 minutes to an hour and 3 interviews could be scheduled in one day
 - Home assessments may occur anywhere within the 7 county metro area (volunteers may provide location preferences or limits)
- Meetings with ABWK staff as needed
 - In person or over the phone
 - Meetings will last 15 to 30 minutes

Requirements

- Interview with Volunteer Coordinator
- Sign TCHF confidentiality and background check forms
- Participation in training sessions

Training & Supervision:

Supervision will be provided by the ABWK staff as well as training in the areas of interview and assessment techniques, building rapport, boundaries, and cultural awareness.

Contact:

Volunteer Coordinator

612-305-7114 or volunteer@tchabitat.org