

SRO Housing Corporation Job Posting

Open Positions as of July 16, 2010

Property Manager

Full-time position: The Property Manager will supervise, schedule work assignments, and train staff; interview and run unlawful detainer searches on prospective residents, collect rents/fees and issue receipts, process payments in Yardi, maintain resident files, submit/follow through with work orders through Yardi, listen/respond to tenant requests/suggestions and assist with solving their complaints. Additional responsibilities include conducting monthly 100% inspections, manage the unit turnover process, refer residents to supportive services, serve violations/legal notices and coordinate move-outs including inspections and the security deposit accounting. High school diploma or GED required. Customer service and property management background is preferred. Criminal, employment and education background check required. Must pass physical and drug tests. Salary is \$9.35 per hour plus free apartment and other great benefits.

Assistant Property Manager

Full-time position: The Assistant Property Manager will support the Property Manager with the operation of an SRO affordable housing building. Some of the responsibilities will include ensuring the property is safe and sanitary; maintaining the property's physical assets; providing a quality living environment for the residents; assisting residents move in; and establishing a positive working relationship with the community and organization's employees. Other duties may include supervising other housing staff; collecting rent; entering work orders and cash receipts into Yardi; distributing correspondences to residents; and ordering supplies. High school diploma or GED required. Customer service and property management background is preferred. Criminal, employment and education background check required. Must pass physical and drug tests. Salary is \$8.75 per hour plus free apartment and other great benefits.

Case Manager- SHP/PHA

Full-time position: Provide case management for clients who are homeless and present with special needs; screen and assess client situations; assist in developing, implementing and monitoring and Individual Action Plan tailored specifically to each client's needs; provide information and assistance to clients in obtaining services offered by SRO Housing Corporation and other community resources. Bachelor's degree in the Human Services field and at least 1 year of social services experience in a nonprofit environment. We may substitute educational requirement for relevant experience. High school diploma or GED required; Criminal, employment and education background check required. Must pass physical and drug tests. Valid CA Driver License and proof of liability insurance. Salary is \$13.70 per hour plus great benefits.

Facilities Technician

Full-time position: Performs minor and major repair of all buildings and equipment; Replaces broken windows; repairs doors, door locks and closets; installs window blinds; process work orders to completion in a timely fashion; paints, plasters and performs other building maintenance functions including minor plumbing and minor carpentry in order to maintain the safety and security of SRO facilities; Provides customer service to management, housing staff & residents for the effective repair or maintenance of all SRO properties; Experience in minor repairs in plumbing, snaking drains, carpentry and other general repairs as needed; Trade School, mechanical engineering, industrial technology training desirable; Must have effective oral and written communications skills and ability to work independently. High school diploma or GED required; Criminal, employment and education background check required. Must pass physical and drug tests. Salary is \$8.75 - \$10.00 plus great benefits.

Janitor

Full-time position: Under the supervision of the Assistant Property Manager or Property Manager, the Janitor cleans and maintains common areas of SRO properties. The Janitor will sweep, mop and/or vacuum (depending on floor surface) all floors; wash walls, clean glass, shower doors, mirrors, windows, toilets, sinks, stove tops, window ledges, sills; stock bathrooms with all necessary products, such as toilet paper, seat liners, paper towels, soap, etc.; empty trash and assist with preparing rooms for re-renting including cleaning and packing up items left behind. Ability to relate to a wide variety of people, interact with chemicals without adverse reaction, physical ability to perform routine cleaning as required and attention to detail. High school diploma or GED preferred; Criminal, employment and education background check required. Must pass physical and drug tests. Salary is \$8.00 plus great benefits.

**E-mail or fax resume to:
SRO Housing Corporation
Human Resources Department
humanresources@srohousing.org
(213) 633-5461 (fax)**