

Housing Initiatives, Inc
Asset Manager- AM

Reports to Asset Manager Supervisor- AMS.

Housing Initiatives (HII) is dedicated to housing tenants who have experienced homelessness and are living with severe and persistent mental illness. Housing Initiatives understands that several tenants are living with co-occurring substance and/or alcohol use issues that can be problematic.

HII is seeking to hire an individual to provide maintenance services to our facilities, work with our tenants to meet their housekeeping responsibilities and to handle after hours emergency calls. This employee will have to demonstrate the ability to communicate well with a wide range of individuals who suffer with a mental illness and became homeless because of it.

Responsibilities, Maintenance and Inspections;

1. Conduct monthly inspections of all HII owned apartments.
2. Complete needed repair immediately or report it into the Property Boss management work order spread sheet.
3. Inspect the condition of the unit and work with tenant to address housekeeping concerns.
4. Perform repairs as needed in areas of such as carpentry, electrical, plumbing, etc.
5. Consult with AMS and Property Manager on any hallway and basement cleaning concerns.
6. HII will provide a maintenance vehicle that you will use during your work day. If you use your own vehicle you will be compensated with mileage reimbursement.
7. HII will supplement any tools necessary to meet all maintenance responsibilities.

Communication with Clients;

1. Communicates non-judgmentally and respectfully with clients.
2. Will assist clients in life skill training concerning housekeeping and healthy living standards based on the inspection findings.
3. Will consult with Treatment team to describe any mental health concerns identified during inspections.
4. Will communicate regularly with the Asset Management and Property Management team.

On-call Responsibilities;

1. AM will have the on-call phone every other week and respond to any call after 5:00 pm until 8:30 am on weekdays and weekends from Friday, 5:00 pm to Monday, 8:30 am.
2. AM will determine nature of emergency call and take the proper course of action. Each phone call or text must be responded to.

3. Any time taken to deal with an on-call situation will be given double time off as comp time the following work week. Time will be recorded on 15" increments. E.g. A phone call that takes 4 minutes will be considered 15"s of work resulting in 30"s of comp time.

Requirements;

- You must have a valid driver's license.
- AM can supply and use own tools.
- At least 3 years of maintenance experience.
- Have the ability to communicate and work with difficult people.
- Work well in a team.