

JOB DESCRIPTION – BRUYERE GARDENS
Part-Time Housing Occupancy Specialist/Administrative Assistant

NAME:

HIRE DATE:

JOB POSITION: 30 Hour/Week Occupancy Specialist Administrative Assistant

SUPERVISOR: Director of Independent Living

JOB SUMMARY:

This 30 hour per week position will be responsible for implementing HUD rules and regulations as required when processing tenant verifications and recertifications. Assures all paperwork is verified, signed, dated and completed by specific timelines/deadlines as required. Maintains housing application waitlist and eligibility requirements as well as works with tenants on a daily basis. This position requires strong customer service skills, organizational skills, computer skills, professional appearance and the ability to prioritize are a must. It also requires a candidate with excellent written and verbal communication skills.

SUPERVISION RECEIVED:

This position receives direct supervision from the Director of Independent Living. Work may be reviewed upon completion by the Director.

JOB QUALIFICATION: Knowledge/Skill/Ability/Education/Experience

- Must have solid experience in HUD occupancy procedures.
- Knowledge of Property Manager Software – BostonPost a Plus.
- Must be familiar with HUD regulations.
- Must be detail-oriented and have the ability to multi-task in a fast paced environment with distractions.
- Must have solid interpersonal, oral, and written communication skills; the ability to effectively communicate and interact with individuals of varying social, cultural, economic, professional, and educational backgrounds. The ability to act with tact, good judgment, and discretion; as well as maintain the confidentiality of matters as appropriate.
- Must have good computer skills and knowledge of Microsoft Office Suite.
- Excellent customer service skills.

RESPONSIBILITIES:

Occupancy Specialist:

- Assists with annual tenant recertification process.
- Assists with annual waitlist update process.
- Assists with annual tenant unit inspections.
- Maintains tenant waitlist files.
- Assists with the preparation and maintenance of HUD housing policies and procedures.
- Prepares and assists with housing inspections such as HUD, REAC, DHCD, City, etc.
- Assists with questions related to housing.
- May be required to give facility tours.

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RESPONSIBILITIES (Continued)

Administrative Assistance:

- Mail applications to individuals upon request.
- File maintenance.
- Photocopies housing applications for distribution as needed.
- Responsible for accuracy of computer data entered.
- Maintains various log information.
- Assists with new tenant move-in preparation.
- Prepares for monthly tenant meetings and creates minutes from the meeting.
- Assists in purchasing supplies for the office by maintaining an inventory of what needs to be ordered for the office.
- Coordinate requests for use of the Community Rooms by tenants and D'Youville staff.
- Coordinates grocery shopping trips.
- Assists with tenant events.
- Assists Finance Manager with bank deposits, finance related mailings and annual file set-ups.
- Assists all Bruyere Gardens staff with on-going projects and day to day work.

MISSION

- Demonstrates the philosophy, mission and core values of D'youville Senior Care: Compassion, Respect, Care for the Poor, Advocacy and Human Dignity.
- Courteous and cooperative behavior toward co-workers, tenants, families and guests.
- Positive and professional attitude.
- Participates in, promotes and supports Mission activities.

CONFIDENTIALITY:

D'Youville Senior Living and all its employees recognize and enforce the confidentiality of client and employee information. It's the responsibility of employees to:

1. Respect the privacy/dignity of tenants and protect the tenant/facility relationship.
2. All employees are expected to keep all tenant information in strict confidence, in accordance with the Privacy Notice.
3. Tenant information, i.e., records; bills, health information, etc. should not be shared with other staff or family members without the tenant's consent.
4. Tenant information must never be discussed in public areas or near waiting rooms.
5. Information regarding employees should be held in confidence and not discussed in public.

A violation to this confidentiality statement is grounds for disciplinary action up to and including termination.

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ACKNOWLEDGMENT:

I have read this job description and fully understand the requirement set forth therein. I hereby accept the position of Director of Independent Living and agree to perform the identified essential functions in a safe manner, and in accordance with the facility's established procedures. I understand that, as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals, and the facility will provide me with instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available, free of charge, the Hepatitis B Vaccination.

I understand that my employment is at will and thereby also understand that my employment may be terminated at will either by the facility or me, and that such termination can be with or without notice.

Director of Independent Living

Date

CEO/President

Date