

New England Homes for the Deaf has an opening for a part-time Property Manager for our Independent Living Facility (Thompson House.) We are understanding and supportive of Deaf and Deafblind culture. **We invite you to come and be a valued part of our team and assist us in further expanding and reaching our goals!**

We operate a state-of-the-art independent living facility and rest home/skilled nursing center that meets the needs of Deaf and Deaf blind seniors. For more information please visit us at www.nehd.org.

Property Manager Responsibilities:

- Solicit applications and take part in selection process
- Fill vacant apartments, coordinating with Maintenance staff to insure excellent physical condition of apartments
- Maintain applications, financial records, and recertification records
- Collect rents, monthly
- Make regular visual inspections of the facility and grounds to ensure proper maintenance
- Solicit repair estimates as required

Experience:

Property management experience needed. HUD experience preferred. Knowledge and respect for Deaf Culture and American Sign Language a plus. Experience with Microsoft Windows.

New England Homes for the Deaf is an equal opportunity employer and provides a drug free workplace. Please email your resume to kmelanson@nehd.org. You may also fax your resume to (978) 774-0271 or apply in person at 154 Water Street, Danvers, MA 01923.

Kathryn H. Melanson
New England Homes for the Deaf, Inc.
154 Water Street, Danvers, MA 01923
kmelanson@nehd.org
978-774-0445 ext. 251