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| DATE: | | POSITION | PROGRAM AND HOUSING ASSISTANT | |
| INCUMBENT | | SUPERVISOR | DIRECTOR OF PROPERTY DEVELOPMENT | |
| DEPARTMENT | PROPERTY MANAGEMENT | | FLSA STATUS | NON-EXEMPT |

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| POSITION PURPOSE |
| Under the direction of the Director of Property Development and Management, this position is responsible for achieving the administrative needs of the department. |

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| MINIMUM QUALIFICATIONS |
| <ul style="list-style-type: none"> • A high school diploma is required. • An Associate’s Degree is preferred. • Experience in supporting property management is preferred. • Some experience in the non-profit sector is preferred. • Demonstrate skills in Microsoft Suite, including Word, Excel and Outlook. • Be able to proficiently speak, read and write the English language. • Demonstrate excellent communication skills. • Position may require driving to various job sites to provide services, a valid Arizona driver’s license, reliable transportation, current auto insurance, and clean driving record are required. • Be 25 years of age or older for liability insurance requirements. • Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card. • Eligible to work in the United States of America. |

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| OTHER KNOWLEDGE, SKILLS AND ATTRIBUTES |
| <ul style="list-style-type: none"> • Demonstrated commitment to the mission, vision, and values of Save the Family Foundation of Arizona. • Be a self-starter with excellent time management skills. • Possess a collaborative way of working. • Demonstrated ability to maintain strict confidentiality. • Be familiar with Save the Family’s service population, including diverse cultural and socioeconomic characteristics. • Behave professionally in manner and appearance. • Be consistently organized and flexible. • Be able to handle multiple tasks at one time. |

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| SUPERVISORY RESPONSIBILITIES |
| None |

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| KEY RESPONSIBILITIES |
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| <ul style="list-style-type: none"> • Create and maintain all tenant, property and maintenance files. |
| <ul style="list-style-type: none"> • Complete Tenant Income Certifications and develop a Tenant file. |
| <ul style="list-style-type: none"> • Complete Account Closure Sheets for ARM units. |
| <ul style="list-style-type: none"> • Assist the Property Management Team with general office duties including reception, phones, photocopying and correspondence with staff, clients/tenants, landlords, HOA companies and vendors. • Manage all invoicing |
| <ul style="list-style-type: none"> • Review, log and track all ARM applications. • Maintain the ARM Wait List |
| <ul style="list-style-type: none"> • Working with the Leasing Manger, Screen ARM applicants, conduct interviews and provide referrals as necessary. |
| <ul style="list-style-type: none"> • Assist with advertising and marketing of units e.g. ads, leasing binder, unit showings, etc. quarterly mailings and reports. |
| <ul style="list-style-type: none"> • Coordinate with the Volunteer Coordinator volunteer projects for properties. |
| <ul style="list-style-type: none"> • Solicit proposals for service contracts and miscellaneous improvement projects. |
| <ul style="list-style-type: none"> • Maintain Access and HMIS databases. |
| <ul style="list-style-type: none"> • Prepare and submit all required reports and monitoring activities in a timely and accurate manner. |
| <ul style="list-style-type: none"> • Adhere to all behavioral General Competencies. |
| <ul style="list-style-type: none"> • Adhere to STF and ARM policies and procedures. |

| PHYSICAL DEMANDS | | |
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| Physical Demand | Definition (ADA) | Requirements |
| Stand or sit | Stationary position | Must be able to sit in vehicles to drive to residential sites multiple times a day. |
| Walk | Move, traverse | The person in this position needs to frequently walk to and from residential sites, office and warehouse. |
| Use hands/fingers to handle or feel | Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position | Constantly operates and maintains tools and equipment |
| Climb (stairs/ladders) or balance | Ascend/Descend, Work atop, Traverse | Frequently ascends/descends a ladder and stairs to service residential sites. |
| Stoop, kneel, crouch, or crawl | Position self (to), Move | Frequently positions self to repair and replace equipment, plumbing, etc. in residential sites |
| Talk/hear | Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information | Must constantly communicate with clients, staff and the public |
| See | Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess | Must constantly read, type, repair and view. |

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| Taste/Smell | Detect, Distinguish, Determine | Frequently must be able to distinguish burning, mold, animal waste and other odors. |
| Carry weight, lift | Move, Transport, Position, Put, Install, Remove | Must frequently lift and move supplies weighing up to 50 pounds . |
| Exposure to elements | Exposed, Work around | Frequently works in heat and sunlight |

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

| SIGNATURES | | | |
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| ACKNOWLEDGEMENT | | | |
| I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation. | | | |
| Incumbent: | | Date: | |
| APPROVAL | | | |
| I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability. | | | |
| Supervisor: | | Date: | |
| CERTIFICATION | | | |
| I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation. | | | |
| CEO: | | Date: | |