



Job Description Form

Job Title:	Property Manager – Affordable Housing	Reports To:	Regional Operations Manager
Department:	Housing CHC	Supervises:	Assigned Property Support Staff
FLSA Status:	Non-Exempt	Dates Reviewed:	February 2022

Mission of Catholic Charities

Catholic Charities affirms the dignity of every person, partnering with parishes and the greater community to serve and advocate for those who are vulnerable, bringing stability and hope to people throughout eastern Washington.

Core Values of Catholic Charities

Respect

Compassion

Collaboration

Justice

Job Summary

This position is responsible for providing leadership and direction to associates at assigned property. Ensuring all support corporate mission and understand roles in achieving established goals. Remain in good standing with agencies associated with property regulatory agreements. Responsible for all phases of property operations, including, but not limited to, the general administration and maintenance of the property; direction and control of all personnel and resources to the end that the property is maintained at all times in good physical condition with a stabilized fiscal operation, providing excellent customer service to residents.

Job Duties/Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties/responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties/responsibilities of this job.

Resident Relations:

1. Creates positive, welcoming, supportive environment for residents, visitors, and property associates.
2. Assists with the development and implementation of resident retention programs and strategies to maintain 100% occupancy level.
3. Manage assigned properties by responding to emergency calls, collecting rents, and delivering notices ensuring consistent enforcement of apartment community rules and regulations documenting action.
4. Assure the availability of "on call" for emergencies that require supervisor authority.
5. Handle resident complaints in a timely manner (within 24 hours) promptly documenting action.
6. Assure adherence to community policies, implementing policy-based sanctions up to and including evictions.
7. Submit data to create notices for non-compliance actions to the Legal Administrator.
8. Cross train with Assistant Property Manager to ensure that the property functions properly in your absence as applicable.
9. Assure that the cleanliness of common areas is maintained daily, landscaping is in good condition, and minor repairs are completed. Provide oversight of timely renovation of vacant apartments.
10. Utilize maintenance software program to enter and track work orders, and regularly reviews maintenance reports. Keep all records as required and provide reports corporate.

11. Monitors and documents security events, maintenance issues and problematic visitor and resident behavior.

Staff Relations:

1. Establishes and maintains regular daily office hours, ensuring adequate coverage.
2. Evaluate associates' performance, including the completion of annual performance reviews.
3. Supervise and be responsible for work performed by all staff members under your direction.
4. Maintain positive communication daily with Service staff on resident issues to assure seamless, comprehensive, wrap-around services, as well as seeking opportunities to integrate skills sets with Case Management/Activities Coordinator, if applicable.
5. Support Maintenance Staff with training, supervision, and tools to carry out responsibilities in a competent, professional manner.
6. Conducts health and safety quality control inspections to detect possible violations of housing quality standards and workplace safety/security hazards.

Property Program Duties:

1. Screens, reviews, and approves all applications for submission to corporate.
2. Responsible for delivery of recertification notices to tenants in accordance with Program specific requirements.
3. Follow up on annual re-certifications/renewals after notifications have been sent.
4. Schedule and perform certification appointments with applicants and residents.
5. Inspects apartments for move-in condition annual inspections and(pre-inspection), turnover status.
6. Prepare move-in files for new residents.
7. Assist Affordable Team in the resolution of discrepancies from certification corrections, and documentation of the resolution in accordance with program requirements.
8. Assist with the preparations for the annual audits and inspections.
9. Assure compliance with regulatory requirements, including Fair Housing guidelines, recordkeeping, reporting and audits. Report accidents and emergency situations to the Regional Operations Manager immediately and prepare Incident reports.
10. Ensure that all maintenance requests are handled in a timely manner and that residents are notified if parts must be ordered, causing a delay. Enforce weekly follow-up of such requests.
11. Work with Regional Maintenance Manager in negotiations with outside vendors in such diverse areas as construction, HVAC, plumbing, roofs, landscaping, floor covering, electrical appliances, elevators, gates, etc.

Additional Duties:

1. Make daily bank deposits and maintain petty cash fund monthly.
2. Review all bills and invoices for payment after matching with approvals.
3. Provide input and support in the preparation of the annual operating budget working with Regional Operations Manager to maintain budgetary guidelines.
4. Keep all records as required and provide reports including budget versus actual to Regional Operations Manager on agreed upon basis.
5. Perform monthly property inspections with the Regional Managers to assure that vacant units are filled, and the property is kept up to professional standards.
6. Represent Catholic Housing Communities during professional trade events to promote company awareness and excellence while furthering personal network and education.
7. Uses appropriate administrative, fiscal, physical, and technical safeguards to ensure the confidentiality, integrity, and security of CCEW client protected health information (PHI), per regulations outlined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
8. Will regularly utilize all forms of communication (email, text, phone, etc.) and database practices necessary for this position and as directed by supervisor.
9. As a mandated reporter, follows all procedures outlined in agency policies and procedures to report to the proper agency when there is suspicion and/or confirmation that a child or adult has been a victim of abuse or neglect.
10. Performs other relevant duties as assigned by Regional Operations Manager.
11. Adheres to the tenets of Catholic Social Teaching and Catholic Doctrine.

12. Perform as a team member to assure that productivity outcome measures are achieved.
13. Perform related functions necessary to support the mission and core values of Catholic Charities.

Job Qualifications

To perform this job successfully, an individual must meet the minimum qualifications listed below. These qualifications are representative of the knowledge, skill and/or ability required to perform this job.

Education/Experience: Two years' property management experience with two or more years' experience in multi-family property management, including direct supervision of others and direct client services. Experience with the homeless population and affordable housing, HUD, USDA/RD & LIHTC preferred.

Certificates/Licenses: To perform this job successfully, an individual must acquire a LIHTC/HUD/USDA RD certification within 1 year of hire (employer paid) applicable to property. A valid Driver's License and ability to drive for work use. Successfully pass background check applicable to position.

Physical Abilities: To perform this job successfully, an individual must be able to:

- Regularly sit, stand, climb, walk, hear/listen, talk
- Frequently lift up to 20 pounds, pull/push, carry, grasp, reach, stoop, kneel
- Occasionally crawl
- Clearly see 20+ feet, with or without corrective lenses, ability to focus
- **Proof of COVID-19 vaccination upon hire**

Mental & Other Skills/Abilities: To perform this job successfully, an individual must have the:

- Adaptability: ability to adapt to changes, delays, or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- Attendance: ability to consistently arrive and be able to work as scheduled. May be scheduled flexible work hours as needed to complete job expectations.
- Computer/Technical Ability: working knowledge of: Word Processing software, Spreadsheet software, Internet software. Familiar with property management software programs.
- Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- Language Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Mathematical Ability: ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.

- **Reasoning Ability:** ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Supervisory Skills:** ability to carry out supervisory responsibilities in accordance with the Company's policies and applicable laws. Applicable supervisory responsibilities include interviewing, hiring, training, and coaching employees, planning, assigning and directing work, reviewing performance, appraising/disciplining employees when necessary, addressing complaints and questions and resolving problems.



Workplace Environmental Conditions

While performing the essential duties/responsibilities of this job, the employee will be:

- **Noise Conditions:** exposed during a shift to constant or intermittent sounds at moderate to loud levels of sound dependent upon the daily activities.
- **Exposure to Trauma:** Employees of Catholic Charities Eastern Washington provide direct services to vulnerable community members including those who have behavioral health challenges and those who have been exposed to trauma.



Employee Acknowledgement

I acknowledge, understand, and agree to the job duties and requirements for this position.

Employee Name: _____
(Please print clearly)

Employee Signature: _____

Date: _____