

Live-In Building Assistant
Earnestine Anderson Place



DATE POSTED: 1.4.2021

REPORTS TO: Area Manager

HOURS: 8AM-430PM, Monday-Friday

PAY RANGE: \$17.27-17.59/hr + 1 bedroom Apartment at \$50 per month in rent.

BENEFITS: Medical, dental, vision, retirement, long term disability, vacation & sick leave

Position type: This is a non-exempt position. This is a unionized position, represented by Local 8 of the Office of Professional Employees International Union (OPEIU).

The Live-In Building Assistant works at Earnestine Anderson Place and lives onsite to provide emergency coverage as needed. The position works closely with the Area Manager and Case Manager to oversee the building.

Responsibilities:

1. Coverage of front desk duties
2. Answer questions, phone inquiries and screen calls for staff as needed.
3. Assist with light Janitorial duties, as needed
4. Assist with unit turns, as needed
5. Type, file, photocopy, process transmittals/mailings and other office duties
6. Forward maintenance request forms to LIHI's maintenance department; track maintenance work and needs
7. Respond to emergencies on site with both maintenance issues and tenant issues.
8. Assist case management employees with resident issues or concerns as needed
9. Assist with office duties as needed.
10. Assist with conducting outreach for vacancies.
11. Assist with maintaining residential files
12. Arrange service from vendors and utility companies as needed.
13. Other tasks as assigned in order to provide a clean, safe and stable living environment.

Qualifications:

1. Excellent organizational skills and proven ability to work without direct supervision.
2. Excellent written and oral communication skills.
3. Working knowledge of personal computers and work processing and spreadsheet software programs.
4. Demonstrated ability to work with people with sensitivity to cultural and class issues, and a demonstrated commitment to social justice and/or low income housing.
5. Knowledge of Landlord – Tenant Law, Fair Housing Regulations, Tax Credit requirements and Section 8 Housing.
6. Must pass Washington State Patrol background check
7. Experience in clerical/administrative work, social services. Demonstrated ability to provide high quality staff support.
8. Excellent organizational and proven ability to work without direct supervision.
9. Excellent written and oral communication skills.

10. Demonstrated ability to work with people with sensitivity to cultural and class issues and a demonstrated commitment to social justice and low-income housing.
11. Ability to communicate and work effectively with resident or other social service providers.
12. Excellent problem solving and conflict resolution skills.
13. Be able to lift 25 pounds
14. Must pass criminal background checks and drug screening.

New hires must be fully vaccinated against COVID-19 by their start date; except where accommodations are required by law. Proof of COVID-19 vaccine is required unless an accommodation is made.

The Low Income Housing Institute is an equal opportunity employer. Qualified members of historically marginalized and underrepresented communities are encouraged to apply. LIHI participates in the e-verify system.

About us:

The Low Income Housing Institute (LIHI) has a 30-year history and track record of owning and managing low-income housing; developing innovative solutions to homelessness; advocating for housing justice; providing supportive services; and operating hygiene services for homeless people at our Urban Rest Stops. LIHI staff have developed over 4,500 affordable housing units and manages over 2,500 units including rental housing, permanent supportive housing and transitional housing. The populations served include: families, singles, seniors, veterans, young adults, immigrants, low wage workers, and people living with physical and mental disabilities. LIHI is one of the largest nonprofit housing organizations in the state. Our properties are located in Seattle, King County, and five adjacent counties. LIHI is a national leader in sponsoring tiny house villages as a crisis solution to homelessness. Annually, the tiny house villages and shelters serve 1,000 homeless people and our hygiene programs serve over 8,000 homeless people. LIHI is a BIPOC organization committed to anti-displacement, equitable development, and social racial justice. LIHI staff is collaborative, dynamic, and dedicated to taking bold steps in ending homelessness and creating supportive communities for people to thrive.