

Housing Assistant

Range Mental Health Center has a Full Time Housing Assistant position available at the Perpich Apartment Building. Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted by December 3, 2017 via one of the following methods:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-741-3080

Email: rtardy@rangementalhealth.org

Essential Functions:

1. Oversight of apartment complex while Housing Coordinator not available. Record all tenant contacts during these hours. This record is to be turned into the Housing Manager weekly on Mondays.
2. General housekeeping for Perpich Apartments.
3. Clean apartments when they become vacant.
4. Coordinate, plan, and implement tenant activities and events for the Perpich Apartments complex
5. Complete paperwork and data entry for new tenants and for the annual recertification of existing tenants at Perpich Apartments complex.
6. Collect rent, deposit, and other payments from tenants
7. Provide tenant and client transportation as needed
8. Attend required meetings and trainings for RMHC and Perpich Apartments
9. Assist Housing Coordinator in obtaining the necessary supplies for apartments and RMHC Housing Program
10. Communicate with staff and clients in an effective professional manner
11. Complete assigned projects within the established deadlines and notify supervisor of significant deviations and delays
12. Ability to remain calm and deal with people in a proactive manner.
13. Make appropriate calls to emergency services.
14. Report to appropriate RMHC staff of changes in resident and building status.
15. Keep outside steps and entries clear of debris and snow.
16. Attend mandatory trainings and meetings.
17. Other duties as assigned

Minimum Qualifications:

1. Philosophical approach consistent with Range Mental Health Center's mission
2. Valid driver's license and acceptable driving record
3. 18 years of Age
4. High school education or equivalent

Skill Requirements

1. Effective time management skills
2. Flexibility to meet demands in a fluid and changing environment
3. Non-judgmental attitude toward persons with disabilities
4. Ability to handle significant daily stress
5. Ability to effectively interact with coworkers, clients, and outside parties
6. Ability to promote a positive living and work environment
7. Ability to maintain complete confidentiality

Physical Standards:

1. Able to lift, push, carry, and maneuver materials and equipment of up to 75 pounds frequently during the work shift
2. Must be able to grasp, pull, stoop, kneel, crouch, stand, and sit, frequently during the work shift
3. Must be able to stand for long periods of time, must be able to climb stairs
4. Able to handle significant daily stress
5. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting
6. Able to articulate the English language in a manner that is sufficiently clear as to be easily understood
7. Able to maintain an acceptable level of cleanliness and physical appearance

EOE/AA