



Assistant Property Manager Contra Costa Interfaith Housing

Contra Costa Interfaith Housing (CCIH) is seeking an Assistant Property Manager to support and provide comprehensive property management services to residents placed in master-leased housing across Contra Costa County. Working closely with the Property Manager, the Assistant Property Manager helps to manage and maintain all master leased housing units, including completing and managing tenant rental agreements, assisting in overseeing maintenance and repairs, interacting with landlords/owners, maintaining accurate tenant records, and performing quarterly unit inspections.

Supervisory Responsibility: None

Essential Job Functions

Resident Support:

- Maintain familiarity with all residents of the scattered site supportive housing programs.
- Collaborate closely with scattered site service staff to support residents to overcome issues that may place them at risk for eviction, including but not limited to: behavioral issues, mental health problems or physical limitations that affect their ability to abide by lease agreements/rules of residency.
- Encourage residents to take advantage of services and programs available to them.
- Maintain awareness of culturally diverse consumer populations and perform duties in a culturally competent manner.

Property Management:

- Conduct resident re-certifications and prepare verification paperwork as needed.
- Ensure timely and high-quality maintenance of all scattered site units.
- Procure janitorial, general contractor, trade and landscape professionals to complete necessary maintenance/monthly service and/or construction/repair/rehabilitation jobs in a timely manner. Inspect work as needed to ensure it is completed.
- Manage resident complaints and payment issues.
- Maintain good working relationships with landlords/owners who lease to CCIH.
- Maintain contact with housing applicants and work collaboratively with the Property Manager, Director of Operations and direct service staff to assist in managing the assessment and intake process for housing applicants.

- Calculate resident rents and update per HUD requirements.

Regulatory Compliance:

- Assure compliance with policies, procedures, standards of practice, and outcome requirements for the Scattered Site Supportive Housing Program as well as local, state and federal regulations pertaining to resident rights.
- Assure compliance with all legal/ethical professional guidelines for maintaining consumer confidentiality, protecting consumer rights, advocating on consumers' behalf, and assuring consumer safety.
- Assure compliance with all local, state and federal regulations as well as with CCIH Policies and Procedures.
- Maintain knowledge of and compliance with HUD regulations.

Administrative and Other functions:

- Assist in data entry and completion of financial reports, monthly tenant rent statements, billings and correspondence.
- Update Director of Operations and Controller on financial matters regarding monies received and to be spent for maintenance, repair/rehabilitation, insurance claims and reports as needed.
- Attend all required meetings, including but not limited to: CCIH staff meetings, Scattered Site Supportive Housing Team meetings, consumer case conferences, and linkage meetings with other agencies
- Attend program development meetings with Director of Operations.
- Interface and integrate efficiently with CCIH management, service providers, and residents.
- Represent CCIH in a professional manner in all circumstances.
- Complete required personnel-related paperwork and complete expenditure reports for food supplies, petty cash expenses and/or mileage in a timely and accurate manner.
- On-call, after hours, and backup work may be required.
- Perform other duties and responsibilities as assigned.

Qualifications:

The Assistant Property Manager will have an AA or AS degree in Business or field applicable to property management and/or minimum 2 years' experience in property management. Experience working with low-income, homeless and at-risk individuals preferred. Demonstrated knowledge of property management including tenant certifications, and/or experience working with HUD-funded properties preferred. Willingness to work flexible hours, excellent communication and time management skills are required. Bi-lingual in English/Spanish a plus.

Other Requirements:

- Ability to walk up and down stairs and up to ½ mile at any one time.
- Ability to sit for up to 2 hours without a break.
- Ability to perform repetitive movements, such as typing and filing, and use of commonly used office machines and supplies.
- Ability to lift and move up to 25 pounds.
- Ability to speak on the telephone for up to 3 hours
- Ability to drive an automobile and transport oneself between meetings, including driving at night.
- Must pass LiveScan screening and TB test.

Salary is contingent upon skill and experience.

This position offers health care insurance and generous paid time off benefits.

Contra Costa Interfaith Housing does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation.

CCIH believes in and complies with the Americans with Disabilities Act.

Please do not call – [to apply, click here.](#)