



<b>POSITION:</b>	Rental Property <b>Senior Housing Support Service Specialist</b>	<b>REPORTS TO:</b>	Property Manager
<b>CLASSIFICATION:</b>	Part-Time, Non-Exempt Live in Position	<b>DEPARTMENT:</b>	Property Management

**PRIMARY RESPONSIBILITIES:**

The Senior Housing Support Service Specialist is a part-time on-site live in position. This position would be ideal for a retired or semi-retired Senior Citizen seeking part-time work and an apartment in a community environment.

The Senior Housing Support Specialist is responsible for all phases of the tenant support services at Biscayne Senior Housing. The individual holding the position reports to the Property Manager on all phases of tenant services and administrative duties as outlined.

**ESSENTIAL JOB RESPONSIBILITIES:**

Duties and responsibilities include, but are not limited to the following areas:

- Assist Senior tenants apply and access support services
- Listen to resident requests, concerns and comments
- Translate letters for Tenants (mostly English to Spanish)
- Assist tenants with program paperwork
- Must be able to handle and respond to emergencies as they arise
- Coordinate move-in and move-out inspections and paperwork
- Accept rental payments on a monthly basis and enter payments and late fees
- Prepare HUD vouchers for payment
- Prepare certifications/re-certification of tenants
- Maintain waiting list of prospective tenants
- Issue and manage work orders and coordinate maintenance schedule with Property Manager
- Operate computer with company software to record, store and analyze information
- Prepare and distribute Flyers/Letters for (pest control, change A/C filters, etc.)
- Other duties as assigned by supervisor

**JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- One-year experience in tenant and/or Senior Service relations
- Bi-lingual Spanish/English required
- Computer knowledge and fluent in MS Word and Excel required, proficiency in Word/Excel
- Education High School or equivalent
- Attention to detail
- Strong organizational skills
- Dedication and reliability
- Enjoys working with Senior Citizens

**COMPENSATION:**

This is a live on-site **Part-Time** Non-Exempt position at a rate of \$10 per hour, and it includes a two-bedroom apartment.

Please send **cover letter and resume** to Marvin Diaz at [mdiaz@ccfcfl.org](mailto:mdiaz@ccfcfl.org). Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.