



Property Manager

Job Code: PROP - 112
Revision Date: Dec 21, 2018

Salary Range:
\$16.71 - \$27.34 Hourly
\$1,336.80 - \$2,187.20 Biweekly
\$34,763.00 - \$56,869.00 Annually

FLSA: Non-Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to manage the day-to day operation of assigned property in accordance with established regulations and guidelines. Rent properties, collect and record rent and other charges, and process evictions. Receive requests for repairs, generate and close work orders. Prepare reports of activities and fiscal status. Assist and encourage residents to become self-sufficient by referring to programs directed toward self-sufficiency. Conduct inspections to ensure compliance with all applicable rules and regulations, and to assure that all equipment is in proper working order and that vacant apartments are ready for occupancy.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Collects rent and other charges from residents and enter corresponding data into computer system.
- Processes requests for rent adjustments in accordance with established procedures, including obtaining verifications, entering information into computer, etc.
- Posts charges associated with work order, late charges, etc. by entering them in computer and generating notices for residents.
- Follow-up delinquent accounts and pursue collections in accordance with established procedures.
- Maintains tenant files and related documentation regarding continuing eligibility and adjustments.
- Communicates with residents as needed to inform of policies, procedures, rules, and regulations.
- Leases units by showing property, reviewing and signing lease, collecting deposits, etc.
- Assists in coordinating vacancy preparation in order to minimize time units are vacant.
- Ensures that properties and grounds are maintained properly.

- Generates work orders in response to requests for repairs from residents, and close out work orders in accordance with established procedures.
- Conducts property inspections, including move-in, move-out, housekeeping, and grounds in order to assure adherence to established standards.
- Maintains records of the status of assigned units, e.g. filled, vacant, anticipated vacancy, etc.
- Assists with security activities by communicating with security personnel regarding specific problems.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by one (1) year of experience in property management, customer service or closely related experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.