

Job Description

Do well by doing good with Porchlight, Inc. where we impact the lives of many as the largest provider of low income housing in Dane County. Read about how our work impacts the community everyday by copy and pasting this link. <https://porchlightinc.org/our-impact/>

Reports to Director of Housing

Director of Housing

SUMMARY OF PRIMARY FUNCTION

Under the direction of the Director of Housing, oversees all functions related to housing properties, including property marketing plans, resident screening and selection, the handling of rent and lease arrangements and monies, resident orientation, landlord references and resident evictions.

ESSENTIAL RESPONSIBILITIES/DUTIES

Operations:

- Supervises (under the supervision of the Director of Housing) the Housing Staff, Brooks Street Case Management, Brooks Street Maintenance, and Resident Managers; makes recommendations as necessary.
- Ensures full occupancy in all Porchlight units, as feasible, and implements marketing plans as needed.
- Provides indirect supervision as an agent of the housing department of case managers to ensure all housing-related paperwork is completed in a timely manner, housekeeping inspections are being performed, and that proper documentation is obtained as required by program funding sources.
- Meets with Director of Housing, CM Supervisor and case management monthly to review all residents' Individual Service Plans (ISP) and issues related to housing.
- Maintains all records for Porchlight housing properties.
- Prepares and submits reports due to various program funding sources annually.
- Prepares for and attends annual file audits for various program funding sources.
- Conducts on-site inspections of housing units; identifies and resolves any problems relating to the physical condition of housing units.
- Maintains all housing-related work-order files; confirms the type of work needed; schedules and coordinates the work being ordered, including immediate scheduling of emergency work; and follows up to confirm that it was completed satisfactorily.
- Ensures the general safety of the properties, including the proper placement and operation of smoke detectors and fire extinguishers
- Keeps keys for all units in a secure manner.
- Ensures proper handling of trash, snow removal, grass cutting, maintenance and cleaning of all Porchlight facilities/properties.
- Maintains housing paperwork and updates for changes to laws or program requirements.
- Reviews all applications of potential residents, completes comprehensive background checks, interviews applicants with the assistance of Case Managers, and insures the applicants meet compliance with funding source requirements.
- Prepares leases for new tenants.
- Collects rent money and maintains rent records. Sends late notices and sets up payment plans as needed.
- Coordinates the moving in and out of residents.
- Ensures that units are ready for residents when they are scheduled to move in.

- Oversees/performs resident orientation. Assists in the development and presentation of adequate tenant training programs.
- Works with residents and Case Managers to resolve problems, works with Case Managers and residents to ensure that units are being maintained in a clean, safe and habitable condition.
- Provides landlord references for current or past tenants.
- Handles evictions and appears in court on behalf of the agency.
- Creates and maintains a housing-related procedure manual.
- Performs other duties and takes on other responsibilities as requested by the Director of Housing

QUALIFICATIONS

- Minimum One year of property management experience.
- In-depth knowledge of Section 42 and HUD programs plus at least one year of related experience is preferred.
- Knowledge of Tenant Income Certifications and HUD rental calculations.
- Knowledge of Housing First and the Continuum of Care preferable.
- Experience supervising multiple departments and persons.
- Detail orientation in the context of the big picture.
- Excellent organizing and filing skills.
- Computer literacy.
- Accuracy in work.
- Demonstrated success in obtaining willing cooperation from others.
- Team orientation with respect for others.
- Sincere respect for disadvantaged individuals.
- Strong desire to help people.
- High ethical standards.

Job Type: Full-time

Pay: \$19.00 - \$20.00 per hour

COVID-19 considerations:

Plastic and glass barriers are provided to ensure sanitary COVID-19 social distancing. Personal Protective Equipment is provided.