



## POSITION AVAILABLE RESIDENCE MANAGER

**TITLE:** Residence Manager for Scatter Site for Housing Program

**COMPANY:** Harlem Congregations for Community Improvement, Inc.

**COMPANY PHILOSOPHY:** HCCI is committed to the holistic revitalization of Harlem. We provide economic development and empowerment opportunities to help Harlem residents rebuild their community.

**SUMMARY:**

Responsible for the supervision and management of all the maintenance staff and maintenance services. Specific responsibilities include administration of all maintenance individuals and work orders.

**RESPONSIBILITIES:**

- ▣ Hire, train, supervise, and develop a maintenance team with a strong understanding of accountability comply with HASA regulations.
- ▣ Meet with residents to address specific issues related to the maintenance of their apartment.
- ▣ Coordinate and manage maintenance log for request for work and/or services .
- ▣ Oversee the work of the maintenance team.
- ▣ Responsible for locating apartments for the program, establishing phone and utility services, negotiating with landlords, maintaining furniture stock and forging working relationships with management agents to ensure that repair problems can be resolved as soon as possible.
- ▣ Oversee all assignments and work orders of the maintenance team.
- ▣ Provide supervision and support to the maintenance staff.

**REQUIREMENTS:**

- ▣ High School Diploma/ GED with five years' experience both administrative and supervisory capacity in management operations.
- ▣ Knowledge of HRA contract and maintenance procedures.
- ▣ Experience working in community health, preferably with familiarity with low-income communities.
- ▣ Experience working with individuals with mental illness, substance abuse and/or HIV/AIDS
- ▣ Keen judgement essential for planning and accomplishing goals.
- ▣ Willingness to travel throughout Metro NYC.
- ▣ Computer literate with the following software: Microsoft Word and Outlook.

**COMPENSATION:** Commensurate with experience.

To apply, e-mail your cover letter and resume to [nbishop@hcci.org](mailto:nbishop@hcci.org) or by fax to 212-281-8102, attention Nona Bishop.