

Tenant / Facility Assistant
Full Time – 30 Hours Per week
3rd Shift – 3 Days per week

Job Purpose:

The Tenant/Facility Assistant is a member of the housing team providing tenants of 45-55 Bartholomew Avenue with a safe, secure environment nights and weekends as well as needed supports to maintain health and housing.

Areas of Responsibility:

1. Maintains a safe and secure environment for all tenants of 45-55 Bartholomew Avenue. Monitors camera feeds and reports issues to management.
2. Answers the telephone and door.
3. Accepts and documents deliveries and donations.
4. Assists tenants with health care involvement, access to nursing services and with medication supports as needed.
5. Assists tenants of same site housing with daily living activities such as meal preparation, care of apartments, and medication adherence.
6. Provides as needed telephone and in-person supports to tenants of scattered site programs and facilitates tenants' ability to reach on-call staff.
7. Works to avert crisis; manages crisis and other emergency situations according to policy, training, and direction; involves on-call supervisory personnel; reports incidents thoroughly and in timely manner.
8. Communicates with team members, nurses and other staff interactions with tenants to assist with the coordination of care and support through team meetings, site log, contact notes, emails and voice mails, and in shift-change and care coordination meetings.
9. Provides services in a culturally competent manner and upholds elements of trauma sensitive care.
10. Maintains shift records, contact/progress notes, and other data collection/ data entry as assigned.
11. Provides clerical assistance as assigned.
12. Participates in care team, staff, resident and agency meetings and trainings as required;
13. Maintains confidentiality.
14. Serves as a flexible team member to provide additional services as needed.

General:

1. Maintain a thorough knowledge of agency and program policies, procedures.
2. Provide for the safety of staff and property of the Agency.
3. Attend and participate in agency and site/team meetings as required.
4. Perform other tasks consistent with the job purpose.

Qualifications:

Minimum of High school diploma/GED plus at least 2 years related experience. Demonstrated knowledge, interest, & experience in services/issues related to HIV, homelessness, substance

abuse/mental illness required. Demonstrated ability and experience engaging/supporting individuals and in crisis management required. Strong verbal and written communication and computer skills required. Ability to consistently attend staff meetings and trainings required. Valid driver's license, registered and insured motor vehicle and ability to lift and carry at least 25 pounds required. Fluency in Spanish and English preferred. Knowledge and proficiency in using computer applications, including standard Windows applications also required.

Work Schedule and Benefits

1. Hourly position. 30 Hours per week. Thursday, Friday, Saturday 10pm – 8am
2. Holiday coverage is expected.
3. Compensation: commensurate with experience.
4. Paid time off and medical/dental/disability/life benefits depending upon number of hours per week.

Send letter of interest & resume to: Mary Ellen Laskarzewski, Program Manager Housing Services, Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email melaskarzewski@handsonhartford.org

No phone calls please

Closing date 11/26/2018

AA/EOE