



**Wanted:** Versatile individual to join our team at Hands On Hartford as a 3<sup>rd</sup> shift Tenant Assistant 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.

**When:** 30 hours per week position, 10p-8a

**Why work at Hands On Hartford:** Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility.

**What you will do as a Tenant Assistant: You will do many things including but not limited to:**

- Maintain a safe and secure environment for all tenants of 45-55 Bartholomew Avenue
- Assist tenants with health care involvement, access to nursing services and with medication supports as needed
- Work 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
- Input data and maintain ongoing forms, assist Director of Program Services and Evaluation, Manager, and Case Managers in completing reports and statistical information, including but not limited to Client Track
- Provide services in a culturally competent manner and uphold elements of trauma sensitive care
- Assist tenants of same site housing with daily living activities such as meal preparation, care of apartments, and medication adherence
- Maintain confidentiality

**You may be a good fit if you:**

- Believe in our mission and core values
- Have a minimum of High school diploma/GED plus at least 2 years related experience
- Have a demonstrated knowledge, interest, & experience in services/issues related to HIV, homelessness, substance abuse/mental illness
- Have a demonstrated ability and experience engaging/supporting individuals and in crisis management

- Have knowledge and proficiency in using computer applications, including standard Windows applications
- Have a valid driver's license, registered and insured motor vehicle and ability to lift and carry at least 25 pounds
- Ability to remain on duty until new staff arrives during inclement weather

**What we offer full time (30 hours per week) employees:**

- Dedicated, diverse, and friendly co-workers
- Paid time off – 11 holidays, vacation, personal time, and sick leave
- Medical/dental/disability/life benefits

**If this sounds like a good fit to you:**

**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](mailto:melaskarzewski@handsonhartford.org)**

**no phone calls please**

**AA/EOE**