



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Housing Monitor – Lives on Property

Contracted Emergency Residential Services

This position lives on site and is to monitor client and property standards and safety and to assist staff and clients as needed.

FRINGE BENEFIT OF \$4.22 PER HOUR FOR THIS POSITION

This is a Federally contracted position, the chosen applicant will receive an additional \$4.22 per hour in benefits and/or hourly cash equivalent.

Employee Benefits

Competitive Salary , Employer Matching 401(k) plan (after 1 year) , Employer Paid Training , Paid Time Off (PTO) based on hours worked

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Be available to receive new residents from the VA
2. Assist with Orientation and Intake of new arrivals
3. Conduct daily client unit inspections
4. Conduct safety checks of all public spaces weekends and holidays
5. Crisis Intervention and understanding the importance of patience and not overreacting
6. Maintain continuous security of property, facility, Veterans, and staff
7. Monitor the facility for maintenance issues and report issues
8. Interact with Veterans regarding helping with chores, cooking, exercise, safety, when needed.
9. Cleaning vacant units as needed
10. Assist with laundry as needed
11. Document observations of Veterans activities and demeanor.
12. Complete Incident Reports as necessary.
13. Provide First Aid/CPR, call 911 if needed
14. Attend additional training/education to continue to improve skills and provide quality client services
15. Demonstrate flexibility in completing other tasks to improve team performance, as needed
16. Other duties as assigned

Qualifications: GED High school diploma Must have strong communication, administrative and interpersonal skills. Must have strong Microsoft Office computer skills-(Word, Outlook, Excel). Must have a valid Arizona state ID or a valid Arizona driver's license and proof of current auto insurance and registration for a vehicle if there is a car. Must have ability to obtain and maintain First Aid/CPR certification. Must be strongly motivated, show initiative and exercise critical thinking skills. Must be responsible and dependable, committed to a team approach. This position includes week nights, Saturdays, Sundays, and Holidays with hours being flexible. Bilingual, Bicultural and/or Veteran status a plus.

Job Status
Part Time

Pay Rate
DOE

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.