



## **Southern Arizona's Premier Social Service Agency**

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

### **Housing Monitor- Part Time Housing Monitor - Lives on an OPCS Property**

This position is to monitor client and property safety.

#### **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.***

#### **Housing Monitor Duties and Responsibilities:**

1. Be available to receive new residents from the VA
2. Assist Orientation and Intake of New Arrivals
3. Conduct daily Health and Safety Inspections of the property
4. Conduct safety checks every 2 hour of all public spaces weekends and holidays
5. Crisis Intervention
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 diet, cooking, exercise, safety, etc.
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. Be available to answer the Agencies On-Call phone
14. Provide First Aid/CPR, call 911 if needed
15. Attend additional training/education to continue to improve skills and provide quality client services
16. Demonstrate flexibility in completing other tasks to improve team performance, as needed
17. Other duties as assigned

#### **Housing Monitor 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 requires staff to live on an OPCS property. This position includes weeknights, Saturday, Sunday, and Holidays with hours being flexible. Bilingual, Bicultural and/or Veteran status a plus.

Job Status  
Part Time

Pay Rate  
\$15.00 - \$16.95

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. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



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