



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

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

### **Property Aide**

M-F 8am-5pm

Responsible for the general running of the properties that are associated with the Low Barrier Bridge Housing programs. The Property Aide will assist with resident orientations, report resident compliance issues to the assigned Case Manager, ensure resident safety, and ensure all maintenance needs are addressed. This position may live on or off property.

### **Employee Benefits**

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

***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. Assist in duties relevant to OPCS' Low Barrier Bridge Housing Programs.
2. Provides food and assorted supplies to all residents as needed.
3. Distributes mail to residents.
4. Communication with program staff daily to report general observation of residents' wellbeing to include any compliance issues.
5. Complete incident reports before the end of each shift for any incident occurring on property.
6. Ensure resident safety by contacting the appropriate authorities when an emergency arises.
7. Maintains client records and information in a confidential manner and in compliance with HUD and HIPAA standards.
8. Perform daily unit inspections following OPCS Housing Quality Standards policy.
9. Facilitate a bi-weekly double scrub of the properties according to the OPCS Housing Quality Standards policy.
10. Receive new clients and complete new client orientations as needed.
11. Be observant of and report property general maintenance needs by submitting an OPCS maintenance request.
12. Complete minor maintenance issues/repairs that do not require a maintenance technician.
13. Complete daily wellness checks.
14. Cleaning of units as they are vacated prior to being occupied by a new resident according to Form 310.D OPCS Cleaning Instructions.
15. Keep offices stocked with supplies and cleaned daily.
16. Attend all mandatory trainings.
17. Complete other duties and activities as directed.

### **Qualifications:**

Ability to work patiently with residents and staff and be motivated to help people in challenging situations.

Job Status  
Full 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**



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

Ability to adhere to all HIPAA guidelines and maintain client confidentiality at all times. Proficiency with Microsoft Office programs along with a working knowledge of computers. Strong communication and interpersonal skills. Ability to work flexible hours. Possess and maintain valid CPR/First Aid Certification. Experience working in racially, ethnically, and socio-economically diverse urban communities. Spanish speaking/writing a plus.