



Southern Arizona's Premier Social Service Agency

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

Housing Monitor – Lives on Site

Work Schedule: Varies in hours and days.

This position is to monitor client safety.

Employee Benefits

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

FRINGE BENEFIT OF \$4.41 PER HOUR FOR THIS POSITION

This is a Federally contracted position; the chosen applicant will receive an additional \$4.41 per hour in benefits/housing and/or hourly cash equivalent.

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 Orientation and Intake of New Arrivals.
3. Conduct daily Health Safety Inspections of the property.
4. Conduct safety checks of all public spaces when required.
5. Crisis Intervention and de-escalation of client incidents.
6. Maintain strong professional boundaries with clients and ensure all rules are being followed.
7. Maintain continuous security of property, facility, Veterans and staff.
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 incidents, communicate via email all incidents.
12. Complete Incident Reports as necessary.
13. Provide First Aid/CPR, call 911 if needed.
14. Be available to answer the Agencies On-Call phone and property phone after hours.
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 to include assisting with other Housing Monitor duties at all OPCS sites if required.
17. 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 driver's

Job Status

Part Time

Pay Rate

\$15.00 - \$16.95 - \$18.90

Pay Comments

Salary based on experience.

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range

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
2323 S. Park Ave
Tucson, AZ 85713

Email Resume/Application to:

hr@helptucson.org



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

license, proof of auto insurance and reliable transportation. 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. Bilingual, Bicultural and/or Veteran status a plus.