



## **RESIDENT MANAGER FOR VETERANS TRANSITIONAL HOUSING PROGRAM!**

Veterans Village of San Diego is looking for employees who are passionate about serving all veterans. Changing the life of a vet takes a whole lot of work. It also takes dedication and commitment to our motto: Leave No One Behind. But the rewards are out of this world! We work hard, but we also enjoy having fun together. If you wish to be a part of this team and are ready to work for a cause, not just a paycheck, then VVSD is the place to start!

VVSD is currently hiring a Resident Manager AND a Graveyard Shift Worker for our Transitional Housing Program. PLEASE NOTE: you must be a veteran to qualify for either of these positions!

1. SWING SHIFT Resident Manager for our Transitional Housing Program – full-time benefit-eligible position, working Tuesday through Saturday from 4 p.m. to 12:30 a.m.
2. GRAVEYARD SHIFT WORKER for our Transitional Housing Program – full-time benefit-eligible position, working Wednesday through Sunday from midnight to 8:30 a.m.

PLEASE SPECIFY which position you are applying for in your cover letter.

### POSITION ASSIGNMENT:

In this role, you will be responsible for:

- Welcoming new clients and assisting them with getting settled in their apartment and the Community.
- Meeting the needs of any of our clients as they come up.
- Handling emergencies during your shift.
- Assessing the situation and calling the appropriate individual or agency to provide support.
- Filling out incident reports as required by the situation.
- Attending and assisting in the weekly Community Meeting, as well as our Resident Council Meeting, and be prepared to discuss any problems or solutions within the Community.
- Performing random bed checks and spot drug testing as needed.
- Meeting with the Program Director on a regular basis.
- Assigning weekly assignments to residents.
- Making sure residents are abiding with their lease agreements and community standards, and reporting any violations to the Program Director.

### MUST-HAVE QUALIFICATIONS:

The right resident manger candidate will be able to meet these qualifications:

- Have the ability to work with a diverse population
- Have worked in a recovery environment previous to this position.
- Have excellent people skills.
- Have excellent people skills.
- Ability to stand, stoop, crouch, kneel, climb, squat, and go up and down stairs.
- Ability to comfortably perform all tasks listed in the job description and other duties as assigned by the Program Director.

To Apply, please submit your cover letter and resume to: [rebecca.neff@vvsd.net](mailto:rebecca.neff@vvsd.net). PLEASE SPECIFY WHICH POSITION YOU ARE APPLYING FOR in the subject line. Or you may fax your resume and cover letter to (619) 393-2060, Attn: Rebecca Neff.

### The Fine Print:

- If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.
- Veterans Village of San Diego is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.