



Job Title:

Resident Manager for Transitional Housing

Department:

Veterans on Point

Prepared By:

Human Resources

Approved by:

Andre Simpson-Executive V.P. /C.O.O

Job Summary

Qualifications:

- ❖ Must be able to work with diverse population
- ❖ Must be over 21 years of age
- ❖ Must be able to fluently read, write and communicate in English
- ❖ Must have worked in recovery environment
- ❖ Must be willing and able to perform random urinalysis tests
- ❖ Must have good people skills
- ❖ Must be able to work a flexible schedule to include weekends and nights
- ❖ Must have valid driver's license
- ❖ Must be able to stand, stoop, crouch, kneel, climb, squat and go up and down stairs in order to inspect offices and residence for Health and Safety violations.
- ❖ Reports all violations to the Program Director.
- ❖ Must be able to comfortably perform all tasks listed in job description and other duties as assigned by supervisor/program director
- ❖ Must have been out of all VVSD programs for a minimum of two (2) years prior to hiring
- ❖ Must be able to pass criminal background check and drug screen***

Responsibilities and Major Duties:

- ❖ Remains on-call for emergencies
- ❖ Responds to emergencies at any time
- ❖ Assesses the situation and calls an appropriate individual or agency Immediately notifies the Program Director
- ❖ Fills out an incident report and gives it to the Program Director
- ❖ Attends and assists in the weekly community meeting
- ❖ Answers any questions or concerns of residents
- ❖ Attends resident council meeting.
- ❖ Meets with the resident council and Program Director 45 minutes prior to the community meeting
- ❖ Discusses any problems within the community
- ❖ Assists residents as needed.
- ❖ Performs random bed checks
- ❖ Welcomes new residents and issues them linen and keys for their assigned apartment
- ❖ Gives guidance to residents when needed
- ❖ Assigns and supervises weekly chores



- ❖ Performs weekly inspection of the compound
- ❖ Ensures resident compliance with lease agreement and community standards.
- ❖ Reports any violation of the lease agreement Reports any violation of the Resident Handbook
- ❖ Reports any serious violations to the Program Director ASAP
- ❖ Conducts random urinalysis testing of residents and fills out proper documentation
- ❖ Makes Health and Safety Inspections.
- ❖ Must be able to reach stand, stoop, crouch, kneel, climb and squat in order to inspect offices and residence for Health and Safety violations.
- ❖ Reports all violations to the Program Director.
- ❖ Other duties as assigned by supervisor.

Veterans Village of San Diego has the following benefits: 12 paid holidays a year, paid time off between Christmas and New Year's Day, paid vacation and paid sick leave, pension, health insurance, dental and vision plans.

Application Procedure: submit cover letter and resume to: AlFeliciano@vvsd.net, please put in subject line: Resident Manager or you may Fax resume and cover letter to (619) 497-0263 Attn: Al Feliciano.

If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.

VVSD is an EEOC employer.