



Community Manager (Property Manager) 4583

The Apartment Manager will live on site. The schedule for this position will be, full time at 40/hrs. per week, between the hours of 8:30 am and 5:00 pm. Compensation: The minimum wage for this position is \$12.50/hr. in addition to the apartment that is provided.

The Community Manager position is an on-site role responsible for being the steward of the assigned property, while supporting a Trauma Informed Care environment for the tenants. With the high prevalence of trauma among individuals receiving mental health housing services, it is required the Resident Services Coordinator understand the effects of trauma on health, coping, and other aspects of the lives of those we serve. The Community Manager is responsible for ensuring the property's continued viability and asset value while providing the tenants with the most affordable housing possible, consistent with generally accepted housing quality standards. The employee is responsible for providing a combination of property management and resident services/ skills building as directed by the Portfolio Manager. This position works with residents, staff, case managers and other community resources to ensure residents are supported as needed and to find solutions to financial and behavioral problems that if not resolved would jeopardize the resident's continued housing. The Community Manager (Occupant) is responsible for payment of all apartment unit utilities, except for water, sewer and garbage. Housing and tenancy at the property is a condition of employment.

REQUIREMENTS

A high school diploma or equivalent.

Experience:

One or more years of experience in property management is preferred. Prior experience working with individuals with a mental health diagnosis and or having personal lived experience is also preferred.

Specialized Knowledge, Skills and Abilities:

- Operate computer hardware and property management software at a level needed to effectively perform job functions
- Enter and retrieve data
- Prepare simple reports

Other:

Possess a valid driver's license, three year driving history; clean driving record, ability to pass Driver Motor Vehicle (DMV) check and complete the Cascadia online Defensive Driving course.

BENEFITS

Cascadia provides medical, dental, and ample Paid Time Off package (PTO), short term disability, long term disability, life Insurance, and a Vision Service Plan (VSP). Most Benefits are available to all Regular, Full time employees. Benefits are pro-rated for all employees working less than 40 hours per week and more than 20 hours. Some benefits are available to all employees regardless of FTE (403b Retirement Plan, EAP Services, 24 hour Fitness, Supplemental options).

Cascadia welcomes candidates whose experience and knowledge has equipped them to contribute to

our commitment to diversity, equity and inclusion. All qualified applicants will receive consideration for employment without regard to any protected status. Cascadia is proud to be an equal opportunity employer

To learn more about our employment opportunities, benefits, and more, please visit our careers page (www.cascadiabhc.org/careers).

To apply for these positions directly please visit the career link (<https://recruiting.adp.com/srccar/nghome.guid?c=1136207&d=External&r=5000208116906>). **Job # (4583)**

Inquiries can be directed to Sita Khalsa - Recruitment, at sita.khalsa@cascadiabhc.org