

PROJECT RENEWAL

In Homes Now

JOB POSTING

In Homes Now provides 175 former homeless men and women with permanent housing. The multi-disciplinary team works together to ensure that each tenant successfully remain in their housing. Housing is provided through independent apartments rented by Project Renewal throughout the five Boroughs of New York. The case management program provides assessment, treatment planning, advocacy and referral services.

Title: Property Manager

Qualifications: High School diploma or equivalent. 2 years experience in building maintenance. Good written and verbal communication skills. Valid New York State Driver's License. Knowledgeable in area of substance abuse populations.

Duties:

- Interact with tenants and record maintenance complaints
- Follow-up with landlords and property managers to schedule repairs for tenants
- Oversee repairs performed in tenants' apartments
- Meet with Con-Ed at new apartments to ensure utilities are turned on for new tenants
- Wait for furniture deliveries at new apartments and ensure proper assembly of furniture
- Conduct semi-annual Housing Quality Standards on all apartments in the program
- Ensure all apartments are equipped with working fire safety equipment

Salary: Commensurate with experience; excellent benefits

Please submit resumes to:

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