



JOB TITLE: HOUSING COORDINATOR ASSISTANT
DEPARTMENT: ADMINISTRATION
LOCATION(S): CARSON CITY, DAYTON, ELKO, RENO
SUPERVISOR: CHIEF FINANCIAL OFFICER

JOB SUMMARY:

The Housing Coordinator is responsible for assisting in the daily operations of Vitality Unlimited's apartments and single-family dwellings. This role involves managing tenant relations, ensuring property maintenance, and supervising staff to create a safe, welcoming, and well-maintained living environment. Assist clients in understanding and signing the lease agreement. Assist clients, along with their support staff and family members, in completing applications and providing necessary documents to be placed on waiting lists for affordable housing rental properties as well as the Housing Choices Voucher program.

Provides Case Management services to the CoC and Prac 202 applicants and residents. Maintains datafiles and entries for case notes in the HMIS System.

JOB DUTIES AND RESPONSIBILITIES:

- Tenant Relations: Address tenant inquiries, complaints, and requests promptly and professionally. Foster a positive community atmosphere.
- Case Management for Prac 202 and CoC housing program and residents.
- Property Maintenance: Coordinate and oversee maintenance and repairs to ensure the property is in excellent condition. Conduct regular inspections. Make repairs as needed and within capabilities.
- Assist with turnarounds, clean-outs and repairs as needed.
- Leasing and Marketing: Manage leasing activities, including showing apartments, processing applications, and executing lease agreements. Develop and implement marketing strategies to attract new tenants.
- Enter and maintain an electronic Case Management Services file.
- Attending all required CoC meetings and any required training.
- Financial Management: Prepare and manage the property budget. Collect rent, handle delinquent accounts, and ensure financial records are accurate and up to date.
- Staff Supervision: Hire, train, and supervise on-site staff, including maintenance personnel and leasing agents. Conduct performance evaluations and provide ongoing support.
- Compliance: Ensure the property complies with all local, state, and federal regulations, including fair housing laws and safety standards. Have a working knowledge of the following programs: LIHT, TAX Credit and HUD Section 202 Properties.

- Assists the chief financial officer in generating reports
- Other duties as assigned by the chief financial officer or chief executive officer

KNOWLEDGE AND SKILLS:

- Knowledge of computer programs, including but not limited to Microsoft Word, Adobe Acrobat, Microsoft Outlook, and Excel. Experience with an electronic housing platform is a plus.
- Familiar with state and federal laws concerning low-income housing.
- Experience: Minimum of 2-4 years of experience in property management or a related field.
- Skills: Strong leadership, communication, and organizational skills. Proficiency in property management software and Microsoft Office Suite.
- Certifications: Housing certifications from Spectrum, HUD, and National Housing Coalition are preferred.
- 2-4 years of experience in Housing Case Management or a related field.

QUALIFICATIONS:

- A valid Nevada driver’s license and proof of insurance.
- Must have an acceptable driving record.
- Physical stamina and the ability to perform tasks that require bending, lifting, sitting, and standing for extended periods of time.
- Must demonstrate a thorough knowledge of Vitality Unlimited policies and procedures.
- A willingness to work overtime upon occasion and as needed.
- Must have a desire to increase knowledge regarding housing programs and services.
- Must possess and show aptitude for following direction.

EDUCATION:

- High school diploma.

HOUSING COORDINATOR ASSISTANT:

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Specialist Signature

Date