



**Wanted:** Versatile individual to join our team at Hands On Hartford as a 2<sup>nd</sup> shift (afternoons and evenings) Tenant Assistant providing tenants of 55 Bartholomew Avenue with a safe, secure environment as well as assistance to scattered site tenants, to help all maintain good health and stable housing.

**When:** 30 hours per week position, 12:30p-10:30p; Sat., Sun., Mon

**Why work at Hands On Hartford:** Hands On Hartford, located in the vibrant Parkville neighborhood of Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 52-year-old non-profit that values diversity, team work, and takes a strengths based, collaborative approach to all we do.

**As a Tenant Assistant, you will do many things including but not limited to:**

- Maintain a safe and secure environment for all tenants of 55 Bartholomew Avenue
- Assist tenants with health care involvement, access to nursing services and medication supports as needed
- Work to avert crisis; manages crisis and other emergency situations according to policy, training, and direction; involves on-call supervisory personnel; reports incidents thoroughly and in timely manner
- Input data and maintain ongoing forms, assist Director of Housing, Assistant Director of Housing, and Case Managers in completing reports and statistical information, including but not limited to CaseWorthy
- Provide services in a culturally competent manner and uphold elements of trauma sensitive care
- Assist tenants of same site housing with daily living activities such as meal preparation, care of apartments, and medication adherence
- Support HOH events and Shared Kitchen members in utilizing the space at HOH center
- Be ready to assist staff in other HOH departments as needed

**You may be a good fit if you:**

- Believe in our mission and core values
- Have a minimum of high school diploma or GED plus at least 1-year related experience

- Have a demonstrated knowledge, interest, and experience in services/issues related to HIV, homelessness, substance abuse and mental illness
- Have a demonstrated ability and experience engaging/supporting individuals and in crisis management
- Have knowledge and proficiency in using computer applications, including standard Windows applications
- Have a valid driver's license and ability to lift and carry at least 25 pounds
- Ability to remain on duty until new staff arrives during inclement weather

**What we offer full time (30 hours per week) employees:**

- Dedicated, diverse, and friendly co-workers
- Competitive pay
- Variety of training and professional development opportunities
- Paid time off – holidays, vacation, personal time, and sick leave
- Medical/dental/disability/life benefits
- 401 K contribution and employer match
- Free on-site off-street parking

**If this sounds like a good fit to you:**

**Send letter of interest and resume to: Liz Pantoja, Assistant Program Manager Housing Services**

**Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

**Email [lpantoja@handsonhartford.org](mailto:lpantoja@handsonhartford.org)**

**Closing date: 12/23/21**

**AA/EOE**