



### **Part Time Tenant Assistant**

**Wanted:** Versatile energetic individual to join our team at Hands On Hartford as a **Part Time Tenant Assistant** to play a key role, in conjunction with the program manager, to create and plan engaging and fun activities for tenants that promote a community of recovery and connection. In addition, provide needed supports to maintain health and housing to all tenants in Hands On Hartford's housing programs.

**Why work at 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 54-year-old nonprofit that values diversity, team work, and takes a strengths-based, collaborative approach to all we do.

**When:** Hourly position, 27.50 hours work week, generally Monday through Friday 7:30am to 1:00pm. Flexibility in the work schedule is expected; occasional holiday coverage.

**Pay:** Range \$16-\$19 per hour.

**As a Housing 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. Monitor camera feeds and report issues to management. Walk hallways regularly monitoring /addressing safety and/or security concerns.
- Provide transportation to clients as needed.
- Assist tenants with health care involvement, access to nursing services and medication support as needed.
- Assist tenants with daily living activities i.e. meal preparation, care of apartments, and medication adherence.
- In conjunction with the Program Manager, create and plan engaging and fun activities for tenants that promote a community of recovery and connection.
- Work to avert crisis; manage crisis and emergency situations according to policy, training, and direction.
- Communicate with team members, nurses and other staff interactions with tenants to assist with the coordination of care and support.
- Provide services in a culturally competent manner and upholds elements of trauma sensitive care.
- Maintain confidentiality and professional boundaries.

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

- Believe in our mission and core values and commitment to diversity, equity and inclusion.
- Minimum of High school diploma/GED plus at least year related experience .
- Strong verbal and written communication and computer skills required.
- Have a demonstrated knowledge, interest, & experience in services/issues related to HIV, homelessness, substance abuse/mental illness.
- Have a demonstrated ability and experience engaging/supporting individuals and in crisis management.
- Have a valid driver's license, insured vehicle and ability to lift and carry at least 25 pounds.
- Fluency in Spanish and English preferred.

**We care passionately about our employees and offer:**

- Dedicated, diverse, and friendly co-workers
- Competitive Salary
- Paid time off – 11 holidays, + vacation, + personal time, + sick leave
- Free on-site parking

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

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

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

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

**AA/EOE**