



### **HOUSING PROGRAM ASSISTANT (Part-Time)**

**Wanted:** Versatile individual to join our team at Hands On Hartford as a 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:** 20 hours per week position, 12:30pm – 10:30pm, Saturday and Sunday shift, every other weekend

**Pay:** \$17-\$21 per hour

**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 56-year-old non-profit that values team work and takes a strength 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
- In conjunction with Program Manager, create and plan engaging and fun activities for tenants that promote a community of recovery and connection.
- 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.

**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, insured vehicle and ability to lift and carry at least 25 pounds
- Ability to remain on duty until new staff arrives during inclement weather.

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

- Dedicated, diverse, and friendly co-workers
- Competitive Salary
- Paid time off – personal time
- EAP benefits
- 401 K contribution and employer match
- Training and team-building opportunities
- Free on-site parking

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

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

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

**AA/EOE**