



Do you enjoy interacting with people of diverse backgrounds and temperaments? Can you manage frequent disruptions with tact and ease? Are your communication skills top-notch (reading, writing, speaking, and listening)? Can you be simultaneously firm and compassionate when appropriate?

Victoria Park Community Homes is a private non-profit corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighborhoods, and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect, and courtesy; and are committed to providing the highest quality services.

**We have an immediate opening for a
RESIDENT MANAGER COUPLE
(Full-time Maintenance / Part-time Cleaning & Administration)**

Reporting to the Property Manager, the Resident Manager Couple lives on site and is responsible for the day to day maintenance, cleaning, administrative duties, and tenant relations of a 50-unit senior citizens apartment building in Hamilton, Ontario.

COMPENSATION:

Starting annual salary: \$25,821 + taxable rent and utilities valued at \$3,449 per year for a 2-bedroom apartment (includes rent, parking, air conditioner, and locker, based on availability).

Benefits: Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment, Employee Assistance Plan); pension plan with company matching contribution; professional training and development opportunities. 3 weeks annual vacation to start, pro-rated for 2019.

Some key functions and duties of this position are:

1. Collect rent.
2. Repair minor maintenance items as required.
3. Conduct site inspections, identify deficiencies, and implement corrective action.
4. Schedule, assign, and conduct preventative and ongoing maintenance.
5. Clean all common areas, stairwells, lobby, and laundry room of the apartment building.
6. Clean the exterior grounds of the apartment building and ensure all sidewalks are clear of ice & snow.
7. Clean, inspect, and maintain vacant units and make them ready for new Residents.
8. Show vacant units to prospective tenants.
9. Perform other related duties as described in the position's Job Summary.

The minimal skills and qualifications required are:

1. Be reliable with a positive attitude and a commitment to confidentiality and good customer service.
2. Possess excellent English language communication skills (speaking, listening, reading, and writing) to effectively deal with residents, contractors, staff, and others.
3. Be committed to and experienced with the provision of non-profit housing in Ontario.
4. Possess own tools and be able and willing to do minor maintenance repairs.
5. Be experienced in all facets of cleaning.
5. Be knowledgeable about the Residential Tenancies Act.
7. Possess a valid Class G driver's license and own a reliable vehicle with daily access to it.
8. Be bondable and prepared to execute the Bondability Affidavit.
9. Prior experience as a Resident Manager working with senior citizens will be considered an asset.
10. A favourable Police Record Check (at the applicant's expense) will be required.

This position is open only to those legally entitled to work for any employer in Canada.

A more detailed job summary will be available for candidates selected to interview.

Interested and qualified applicants can submit their resumes with cover letter by
Noon, Wednesday, October 9, 2019 to:

Victoria Park Community Homes
155 Queen Street North
Hamilton, ON L8R 2V6
ATTN: Human Resources

By email: Recruiter@vpch.com or fax: 905-667-0354

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance if accommodation is required.

We thank all applicants for their interest in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted and a more detailed job summary will be provided at the interview.

No phone calls or placement agencies, thank you.