



Job Description

LifeTime Housing Group Mission Statement:

Dedicated to assisting individuals in acquiring safe and affordable housing

LifeTime Resources Core Values:

Integrity

Quality

Compassion

Cooperation

Job Title:

Housing Generalist

Supervisor:

Housing Director

Division:

LifeTime Housing Group

FLSA Status:

Non-Exempt

Position Overview:

Provides administrative support to the Housing Director, assists with property management and finance functions to support program compliance in keeping with the goals, philosophy of service, policies, and objectives of the agency.

Essential Functions:

PROPERTY MANAGER ASSISTANCE FUNCTIONS

- Completes all required asset, income and expense verifications.
 - HUD verifications provided to Property Manager
 - Verifications sent out
 - Verifications received and entered into OneSite
- Mails application packets to potential applicants.
- Completes trial certification run and prints all lease documentation for new and recertified applicants and residents.
- Monitors and completes all updates to the property manager recertification report, including follow-ups and reminders to the property manager.
- Organize and monitor all resident files, including annual file audit.
- Serve as backup to Property Managers when out of the office
 - Provide assistance to residents and applicants
 - Assist with SNAC duties as needed
 - EIV reporting
- Attends all pertinent trainings and workshops, including a required annual fair housing training-

FINANCE AND BANKING FUNCTIONS

- Prepares LifeTime Housing Group and Property deposits daily or as needed, including transporting deposit to the bank or depositing funds using online banking software.
- Updates the rent and security deposit spreadsheets weekly:
 - Entering rent, security deposits, and pet deposits upon receipt
 - Add new resident information
 - Update current resident information upon recertification
- Updates the utility spreadsheet monthly.
- Mails and verifies LTR and Housing accounts payable checks weekly.

OTHER

- Monitors storage closet and notifies staff when items are in need of review and destruction.
- Provides administrative support to the Housing Director to facilitate efficient operations, including but not limited to written correspondence, maintaining confidentiality of correspondence and tasks, and collaborating with the staff as needed.
- Provides backup to other Business/Finance and Housing positions as needed to ensure smooth operation.
- Assists with grant administration and program delivery, as needed.
- Maintains Housing office supplies such as paper, toner, folders, etc.

ADMINISTRATIVE/GENERAL

- Consistently and effectively utilizes position procedures; recommends changes when necessary and completes updates as required.
- Adheres to agency policies and procedures.
- Understands, supports, and models the agency's Mission-based Values.
- Engages in other related activities or special projects as required or assigned.

The essential functions identified here are a representation of those duties required of this position and in no way are intended to be a complete list.

Performance Requirements:

Knowledge, Skills, Abilities, & Mental Demand: Clerical and computer skills, including ability to use Microsoft Office Suite; written and verbal communication skills; listening skills; interpersonal skills; customer service skills; ability to perform multiple concurrent tasks in an organized manner; reasoning and problem-solving skills; ability to work with minimum supervision; ability to handle sensitive situations.

Physical Effort: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently.

Working Conditions: Office environment; customer contact; occasional travel.

Education, Experience and Training: High school diploma or equivalent required. Knowledge of basic or commonly used procedures or operations, requiring some prior training or 1 to 2 years related experience.