



Transforming Parents' Lives. Improving Children's Futures.

Housing Applications Coordinator

Warren Village is actively seeking an energetic, passionate and skilled **Applications Coordinator**

This position is the first face and voice of Warren Village that most applicants and visitors will see. Positions acts as building reception; enforcing building visitor and security policies and following Fair Housing standards in dealing with applicants.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

- Greet all visitors to the apartment building, including those applying for the program.
- Enforce building visitor/security policy.
- Assist with the application process; including discussing the program with applicants/potential applicants, reviewing applications as they are returned, making copies of relevant documents, running background checks and setting appointments for various meetings and the bi-weekly Orientation classes.
- Answer the telephone, check voice messages, return telephone calls, post notices, and assist residents and visitors.
- Set appointments for the Housing Managers.
- Perform a variety of administrative tasks to support the Housing Department, including the assembly of and insertion of documents into the Resident Files.
- Perform a variety of administrative tasks to support the Family Services Department.
- Help those who do not qualify for the Warren Village program with information about alternative resources.
- Follow all Ethics, Policies, Regulations, Rules and Standards governing employment, health/safety, and conduct established by Federal, State or Local agencies and management.
- Works collaboratively with all internal departments of Warren Village, external agencies, applicants and residents.
- Notifies residents and staff of the LC, scheduled any upcoming pest control treatments.
- This position has contact with applicants, residents, vendors, contractors, volunteers, visitors and Warren Village staff.

Minimum Requirements:

- Minimum of one year of higher education. High School diploma or GED required.
- One years' experience working with a chronically homeless population or human services, shelter care or residential programming required.

Salary & Benefits: \$16.50 to \$20.00 per hour DOE. Attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a

childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Housing Applications Coordinator**

1. Resume

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.