



## JOB DESCRIPTION

### Villa Caridad Property Manager

#### **PURPOSE:**

The Villa Caridad Property Manager is responsible for all duties related to management and operation of this independent Senior living facility. Responsibilities include processing Resident applications including marketing the property, accepting, and receiving applications, qualifying applicants by checking credit and criminal background, previous landlord and other references, verifying income, maintaining waiting list, showing apartments and reviewing lease contracts with Residents.

#### **ACCOUNTABILITY:**

This position reports directly to the Vice President of Housing.

#### **JOB QUALIFICATIONS:**

- Must demonstrate personal identity with and commitment to the mission, vision, and values of St. Vincent's.
- Bachelor's degree required, Master's degree preferred.
- Current compliance certifications for HUD affordable housing.
- Minimum of two years' experience in managing rental housing properties, particularly affordable projects financed under state or federal programs.
- Knowledge of HUD 202 PRAC project accounting and management regulations, regulatory agreements, and compliance requirements.
- Experience developing and managing department budgets.
- Excellent leadership, organizational, and communication skills. Able to work as an effective member of a team and in collaborative manner with staff, peers, and supervisor.
- Knowledge or experience utilizing property management software and information systems, including modems. Real Page experience is desirable.
- Must have excellent computer skills, including Excel and Word.
- Excellent skills in writing, editing, transcription, and word processing.
- Ability to manage multiple assignments and projects independently and simultaneously in an organized fashion. Is conscientious in follow-through in job responsibilities and has the ability to be a self-starter and meet deadlines.
- Maintains high level of confidentiality.
- Manner of dress is always professional.
- Willingness to travel occasionally and attend night meetings.

#### **ESSENTIAL FUNCTIONS:**

- Additionally, responsibilities include annual re-certification of Residents as well as assuring that Residents comply with leases, addendums, house rules, etc.
- Review and prepare for audits.
- Collect Resident Services data to complete annual HUD Reports.
- Collect rents, post to database, making bank deposits and maintaining Resident and unit files in accordance with regulations and within a timely manner.

- Perform move-in inspections with Residents; re-review lease and house rules for understanding and compliance. Instruct new Residents on the use of appliances in common areas, computers, etc.
- Perform move-out inspections in coordination with Facilities/Maintenance Manager. Arrange for re-keying of front door locks. Process security deposit refunds in a timely manner. Make sure any repairs/maintenance needs are made as quickly as possible so that the unit can be re-rented as soon as possible.
- Process Resident's requests for Reasonable Accommodations.
- Assist with annual unit inspections and periodic unit inspections.
- Attend appropriate training classes and seminars to stay current with appropriate property required certifications.
- Prepare various weekly and monthly reports as required.
- Manage within the approved operating budget.
- Processing work orders by notifying maintenance staff, landscape staff or an outside provider as instructed, of needed repairs.
- Track preventive maintenance.
- Check community spaces, corridors, grounds, mailboxes and parking areas for cleanliness and safety on a daily basis.
- Maintain control of keys for apartments and common areas.
- Assist Residents with lockouts.
- Assist with distribution of Food Bank for Residents.

Must pass criminal background fingerprint check.

COVID-19 vaccination is a requirement for this position.

**Compensation: \$22.00 - \$30.00**

This position is a full-time role, 8am - 5pm, Monday through Friday and would require the candidate to go into the office.

**EXCELLENT BENEFITS:**

Health, Dental & Vision Insurance

Life Insurance - \$50,000 Basic Included

Retirement Plan - 403(b) and 401(a)

Gym Membership Subsidy

Paid Holidays - 13 Annually

Paid Time Off (PTO)

Paid Bereavement Leave

Paid Jury Duty Leave

100% Generous Preschool Enrollment Discount at our Center

Education Reimbursement up to \$1,000 per quarter/semester

Job Signing Bonus - 5% of Annual Salary

Referral Bonus - \$500 per Successful Job Referral

Transportation Benefit - Paid Mileage to and from work

Wellness Days - Four (4) paid wellness days per calendar year (benefits eligible)

TO APPLY: Please submit a cover letter and resume to [hr@sv-sb.org](mailto:hr@sv-sb.org).

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentsb.org/get-involved/careers/>.