
Job Opportunity: Housing Coordination Administrative Assistant

POSTING DATE: 9/30/2024 – Until Filled

POSITION & PROGRAM: Housing Coordination Administrative Assistant
Service and Support Administration (SSA) Department

POSITION SUMMARY:

The Housing Coordination Administrative Assistant provides administrative support to the Housing Opportunities for People (HOP) team, within the SSA department, specifically focusing on the non-profit housing coordination. This position will be assigned tasks, depending on the needs related to non-profit housing and housing coordination. The Housing Coordination Administrative Assistant will work cooperatively and maintain a pleasant attitude with staff, people served, vendors, contractors, providers, and payees.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

High school diploma or equivalent; Demonstrated skills in Customer Service and Phone Etiquette; Technology skills including Microsoft Office Suite and QuickBooks; Exceptional attention to detail and organizational skills; Working knowledge of office equipment; Satisfactory criminal background and Abuser Registry checks; Satisfactory pre-employment drug test; Possess valid driver's license; Ability to work independently; Must support Person-Centered Philosophy and Handle Multiple Tasks and Priorities. Must abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

DUTIES:

- Demonstrate a consistent willingness to help the HOP team in the day-to-day operations to ensure housing is safe and maintained.
- Support the HOP team in a timely and efficient manner and meet the expectations as given related to quality.
- Consistently work to organize systems utilized by the HOP team to allow for accurate tracking, organized financial systems and tenant information.

- Consistently process, in a timely manner, lease and maintenance information.
- Assist the HOP team in maintaining accounts payable and receivable to include, but not limited to, reviewing invoices, review credit card statements for accuracy, reviewing receipts for integrity, establishing vendor files.
- Maintain accurate tenant, payee, provider, and County Board contact information.
- Assist the HOP team to schedule property repairs, routine maintenance, snow removal and lawn care.
- Develop and maintain housing records, related to; maintenance, accessibility projects, useful life analysis and any other function that will keep records current and organized.
- Handle multiple tasks, prioritizing and maintaining the complete organization of those tasks and records for him/herself, for the department and for those who may require or receive or provide information.
- Make and return telephone calls as requested to obtain information, make appointments, etc.
- Visit non-profit properties in Miami, Champaign, Preble and Shelby counties to meet vendors, contractors and County Board staff.
- Performs other related duties as assigned.

HOURS: Full-Time 40 Hours per week

SALARY: \$14.70 - \$21.00 an hour based on experience

FLSA: Non-Exempt from overtime

BENEFITS: OPERS Retirement, Sick Leave, Flexible Schedule

TO APPLY: Please submit applications/resumes

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Miami County Board of DD application **must** be completed
Applications are located at www.riversidedd.org under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.