



Is accepting applications for the position of:

RESIDENT Caretaker (couple) – Thompson Park, Lompoc

Seeking couple for ON-SITE- Evening/Weekend duties – apx 20 hours per week

Compensation is free residence in TWO BEDROOM apartment with paid utilities

Applications being accepted until 9/23/2020

DEFINITION: Approximately 20 hours per week, daytime, evening and alternating weekends to monitor apartment complex serving families. Assist answering resident and visitor's questions, assist with on-site activities and resident communication. Miscellaneous cleaning and light maintenance duties as directed by Housing Authority staff.

Essential functions:

- Provide part time on-site residential oversight of property in a consistent, legal and respectful manner to assure lease compliance and keep property in decent, safe and sanitary condition.
- Monitor the property as directed, including operating security system. Respond to disturbances and emergency situations insuring the safety and well-being of the residents and the property and notify emergency personnel and/or police as necessary.
- Notify supportive service and Property Manager of resident needs as observed.
- Along with the Property Manager effectively mediate and facilitate resolution to tenant complaints.
- Perform cleaning in common areas and initiate work orders for more extensive property maintenance needs. Clean, unlock and lock laundry facilities daily.
- Maintain documentation and an incident log for the property and residents.
- Ensure effective communication with residents via Resident Advisory Council, facilitating group meetings, trainings, newsletters and flyers.

QUALIFICATION GUIDELINES

Any combination of experience and training that would likely provide the required abilities to perform essential functions is qualifying, including but not limited to:

- conflict management and team building skills;
- Must have ability to effectively serve resident population group, demonstrating patience, compassion and respect;
- Ability to explain and consistently enforce housing rules and regulations;
- A team-player that embraces responsibility and accountability;
- Valid California driver's license, good DMV driving record and Successful completion of criminal background check, drug test and integrity test

WORKING CONDITIONS

Environmental Conditions: public contact; unit and site visits; supplies used in cleaning.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for walking, stair climbing, standing or sitting for prolonged periods of time assisted or unassisted; moderate lifting and carrying.

Other Requirement: Must meet household composition requirement for residence in unit and meet all requirements of position. Failure to meet job requirements will result in loss of residence as well as loss of employment. Although not a tenant, incumbent must meet standard lease requirements and follow rules in place for the development.

Additional Requirements:

Proof of valid California Driver's License and driving record acceptable to Housing Authority insurance provider. Ability and continued eligibility to live on site in designated unit and to be available and present to assure security and upkeep. Presence on a regular basis is an important factor in fulfilling the obligations of employment. Schedule to be provided at time of employment. The HACSB and all of its properties fall under the provisions of the drug-free workplace act.

APPLICATION PROCEDURE - Resumes not accepted without formal Housing Authority application. An application form may be obtained from our website at www.hasbarco.org, and may be mailed to the Housing Authority of the County of Santa Barbara, P.O. Box 397, Lompoc, CA 93438-397.

Open until filled – **Equal Opportunity Employer**



HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

The Housing Authority of the County of Santa Barbara has an administrative office and three housing offices located along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

The agency is a political subdivision of the State of California responsible for the administration of multiple housing programs, providing affordable housing for thousands of low-income households in Santa Barbara County through rent subsidy programs or by occupancy in one of its housing developments, as well as providing a variety of resident services.

The Housing Authority is governed by a Board of Commissioners appointed by the Santa Barbara County Board of Supervisors. Employees of the agency are not Santa Barbara County employees.

EMPLOYMENT PROCESS

Applicants must complete and submit an official Housing Authority application form and any other required documents no later than 4:00 p.m. on the final filing date specified on the job announcement. A separate application must be filed for each examination. Resumes will be accepted, but may not be substituted for the required application form.

The requirements as stated on the front of this job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Personnel Department limits the number of candidates to those whose recent work experience and qualifications most closely match the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for the position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

The Housing Authority is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, sexual orientation, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with handicap. Such individuals may contact Irene Vejar at (805)736-3423, ext.4010 to discuss necessary accommodations.

CONDITIONS OF EMPLOYMENT

Working Hours. Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon agency needs.

Provisional period. All appointments are provisional subject to the completion of a provisional period of a minimum of six months. The provisional period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, a provisional employee may be terminated without redress.

California Driver's License. Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment. If required, applicants selected for interview will be required to submit an up-to-date Motor Vehicle Record obtained from the local DMV.

Medical Examination/Drug testing. A medical examination paid by the Housing Authority is required for some positions. The employee's physical condition must be consistent with the requirements of the job duties to be performed. Pre-employment drug screening is required of all final applicants. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination or drug test. An examination of any employee may be requested at any time by their supervisor.

Background Investigation. A background investigation including application information verification, criminal/civil history, and DMV reports (if required) is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of this investigation.

Integrity testing. Third-party pre-hire integrity testing is required of all applicants selected for interview.

EMPLOYEE BENEFITS

Step Salary Advancement Salary advancement may be recommended upon completing probationary period, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for a 5% longevity increase every 5 years.

Regular full-time employees (30 hours per week or more) :

Vacation Leave. Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

Sick Leave. Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy.

Holidays. The Housing Authority presently observes twelve paid holidays per year.

Group Insurance Program. The first of the month after 31 days employment employee is eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Regular employees working 30 hours or more per week receive Medical/Prescription, Dental, Vision & LTD coverage for employee and dependent. Premium rates vary depending on plan selection.

Deferred Compensation 457 Plan is voluntary.

Social Security. Compulsory participation for all employees.

Credit Union. Membership for savings, loans and other privileges is available.

Reimbursement for Tuition and Books. Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

Temporary hires working 30 hours per week or more will accrue sick leave at the rate of 1 hour for every 30 hours worked with a maximum of 48 hours.

THE HOUSING AUTHORITY MAINTAINS AN AT-WILL EMPLOYMENT RELATIONSHIP WITH ALL EMPLOYEES.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE