



Resident Manager *Job Posting*

2018 JOB SUMMARY:

A great opportunity for a college or graduate student needing temporary housing and evening work

Primary on-site management of Western New York healthcare hospitality house during the evening and overnight shifts (weekend supervision), requires on-site living accommodations and includes single healthcare & other benefits. Responsibilities include residential operations, guest services, basic housekeeping and maintenance, volunteer coordination, database and administrative support. Basic accounts payable skills preferred.

On-site living required. Apartment, parking, utilities & more included in benefits. Evening & on-call overnight work schedule during week along with weekend on-call supervision of Relief Coordinators who cover Saturday & Sunday shifts.

Weekday: M- F (5pm to 11pm) On-call overnight stay (11pm to 7am, office until 8:00am)

Weekend: Sat (7am to 10am) onsite; *On-call off site supervision of weekend relief staff thru Monday 8am.* Flexible schedule to trade weekend shifts with relief staff Friday thru Monday.

Limited on-call emergencies & coverage for House & Grounds Manager or House & Volunteer Manager

Successful candidate will have previous experience working with social work or healthcare industry. Strong sense of responsibility and commitment to the hospitality house mission and compassionate to patient family needs. Ability to multi-task and stress management preferred.

QUALIFICATIONS/SKILLS:

1. High school diploma or equivalent with relevant experience; college degree preferred
2. Working knowledge of Microsoft Office, basic accounting and data base operations a must
3. Ability to function effectively in a team environment
4. Excellent interpersonal relationship skills and strongly self-directed
5. Effective organizational, verbal, written and communication skills
6. Property management, human services, hospitality, social work or equivalent experience; training and/or certification a plus. Supervisory experience preferred.
7. Certified apartment or occupancy specialist preferred but not required.
8. Ability to work with low income families and sensitivity training preferred
9. Ability to perform physical requirements and lift up to 30 lbs.
10. Must pass a health screening and background investigation

Email resume to: buffalohospitalityhouse@gmail.com or mail to below ONLY. No fax or phone accepted.

Kevin Guest House

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