

Haines Assisted Living and St. Lucy's Senior Living Office and Housing Manager Job Description

Employees of Haines Assisted Living are committed to excellence. Each individual in our community has great value, and plays a part in realizing the potential of others. We operate through *Consistency, Simplicity and Routine*.

We agree to: Honor Our Word💜 Not Take it Personally💜 Never Assume💜 Do Our Best

Together we are responsible for promoting an Elder-directed relationship based community, where all participants learn and grow together.

Summary of Position:

The Office and Housing Manager will participate and support all aspects of Haines Assisted Living facility operation and St. Lucy's Senior Living. Under the supervision of the Administrator, the Office and Housing Manager administers all housing program requirements for St. Lucy's Senior Living (a HUD 202 project). The Office and Housing Manager also performs the office management for all components of Haines Assisted Living and St. Lucy's Senior Living.

Office Manager Responsibilities:

- Provide administrative support to ensure efficient operation of the HAL and St. Lucy's office: Answer phone calls, check and distribute mail, complete banking and support visitors;
- Regulate account receivables and payables, code bills and print checks;
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.;
- Collect employee time sheets and enter data for accounting firm Elgee Rehfeld;
- Complete necessary bookkeeping, including accounts receivable, accounts payable, payroll preparation, Medicaid billing, reconciliations, grant and financial reporting;
- Provide requested financial information to Administrator;
- Coordinate Medicaid eligibility with the Administrator;
- Support the HAL team by performing tasks related to organization and strong communication;

- Assist in developing and adhering to Haines Assisted Living and St. Lucy's Senior Living operating budgets;
- Maintain regulatory compliance paperwork and audits;
- Other duties as assigned by Administrator or HAL board.

HOUSING RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Tenant outreach to ensure an adequate waitlist is maintained,
- Proper completion of the tenant intake process;
- Eligibility determination and notification for appropriate requirements;
- Completion of required tenant eligibility verification and rental agreements, as well as program enrollment;
- Staying abreast of program eligibility and verification requirements;
- Annual tenant re-certification;
- Completion of necessary or required reports and forms;
- Assisting with the move-in/move-out process;
- Dealing with the day-to-day tenant management issues;
- Completion of apartment inspections;
- Arrangement for upkeep and maintenance;
- Bill SLSL/HUD residents each month;
- Maintain St. Lucy's records and accounts receivables/payables;
- Coordinate communication with St. Lucy's residents;
- Attending resident and board meetings as necessary;
- Providing input on needed improvements.

Requirements:

- A team builder with sincere regard for seniors;
- Minimum of 5 years of increasingly responsible operations management experience, including budgetary responsibilities;
- Proven multi-task ability;
- Familiarity or experience in Assisted Living, Home Health or Long-Term Care and/or HUD housing environments;
- Experience with Quickbooks preferred.