Job Announcement
Island Bay Homes
Job #17-5640SF

Position Title: Occupancy Specialist **Posting Date:** February 22, 2017
Property Name and City: Island Bay Homes, Treasure Island, San Francisco
Position Type: Full-time
Compensation: Depending on Experience

COMPANY SUMMARY:

The John Stewart Company is a full-service housing management, development and consulting organization that began in 1978 with a commitment to providing high quality service in the affordable housing sector. We work to enrich the lives of our residents and employees, while delivering our services cost-effectively, efficiently and with the highest levels of professionalism, compassion, integrity and respect.

SUMMARY OF THE POSITION:

The Occupancy Specialist works as part of a team under the direction of the Property Manager, to lease units and provide customer assistance to the clients of the John Stewart Company. The Occupancy Specialist must relate well to people, exercise good judgment and discretion in dealing with residents, vendors, and co-workers.

DUTIES & RESPONSIBILITIES:

- Reviews all completed rental applications and leases for accuracy and completeness, and for conformance to JSCo's Resident Selection Policy
- Exercises common sense, good judgment, consistency and self-control in day-to-day contact with Applicants and in other business-related matters.
- Processes, completes and maintains accurate resident files at move-in within established regulatory guidelines.
- Maintains superb relationship with residents, and adheres to Fair Housing Equal Employment and Equal Housing Opportunity requirements.
- Assist residents to complete and sign all papers for interim and annual recertifications according to regulatory guidelines.
- Ensures that residents are in compliance with their lease, rules, and regulations.

QUALIFICATIONS:

- Familiarity with the general management of subsidized housing programs.
- Relates well to people, exercises good judgment dealing with owners, employees, residents, visitors & vendors.
- Excellent organizational skills; attention to details, strong verbal and written communication skills.
- Minimum two years' experience in related housing, social services or related field.
- Tax Credit Specialist, Certified Occupancy Specialist designations, HUD and/or equivalents required.

Email Resumes To: jscojobs@jsco.net
IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference **#17-5640SF** in the subject line of the email.

An Equal Opportunity Employer

The John Stewart Company ("JSCo") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: JSCo will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.