



Wanted: Versatile individual to join our team at Hands On Hartford as a 3rd shift Tenant Assistant providing tenants of 45-55 Bartholomew Avenue with a safe, secure environment nights and weekends as well as needed supports to maintain health and housing.

When: 30 hours per week position, 10p-8a

Why work at Hands On Hartford: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility.

What you will do as a Tenant Assistant: You will do many things including but not limited to:

- Maintain a safe and secure environment for all tenants of 45-55 Bartholomew Avenue
- Assist tenants with health care involvement, access to nursing services and with medication supports as needed
- Work to avert crisis; manages crisis and other emergency situations according to policy, training, and direction; involves on-call supervisory personnel; reports incidents thoroughly and in timely manner
- Input data and maintain ongoing forms, assist Director of Program Services and Evaluation, Manager, and Case Managers in completing reports and statistical information, including but not limited to Client Track
- Provide services in a culturally competent manner and uphold elements of trauma sensitive care
- Assist tenants of same site housing with daily living activities such as meal preparation, care of apartments, and medication adherence
- Maintain confidentiality

You may be a good fit if you:

- Believe in our mission and core values
- Have a minimum of High school diploma/GED plus at least 2 years related experience
- Have a demonstrated knowledge, interest, & experience in services/issues related to HIV, homelessness, substance abuse/mental illness
- Have a demonstrated ability and experience engaging/supporting individuals and in crisis management

- Have knowledge and proficiency in using computer applications, including standard Windows applications
- Have a valid driver's license, registered and insured motor vehicle and ability to lift and carry at least 25 pounds
- Ability to remain on duty until new staff arrives during inclement weather

What we offer full time (30 hours per week) employees:

- Dedicated, diverse, and friendly co-workers
- Paid time off – 11 holidays, vacation, personal time, and sick leave
- Medical/dental/disability/life benefits
- 401 K contribution and employer match
- Free on-site parking

If this sounds like a good fit to you:

Send letter of interest & resume to: Mary Ellen Laskarzewski, Program Manager Housing Services

Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email melaskarzewski@handsonhartford.org

Closing date: 4/15/20

AA/EOE