

# PART-TIME RESIDENT MANAGER

## POSITION SUMMARY

The HYAD Society is looking for a live-in part-time Resident Manager to commence work on August 1st, 2023. HYAD Place is a 16-suite apartment building located close to Lonsdale Avenue in North Vancouver, B.C. It is home to 14 adults with developmental disabilities living semi-independently while supported by personal networks and Outreach Workers.

HYAD Place is much more than the building and its individual residents though, it's an active and lively community that has been thriving for many years. As one of our Resident Managers you will be a key part of this special group by helping to create a safe, healthy, and engaging environment for everyone.

An unfurnished one bedroom suite will be supplied at a highly attractive rental rate in our non-smoking, no-pets building as a part of the compensation package.

## KEY DUTIES & RESPONSIBILITIES

- Provide coverage for the Resident Manager on weekends
  - Fri/Sat/Sun - 10pm to 8am on call (must be present in building)
  - Sat/Sun - 8am to 2pm on duty working (must be present in building)
- Oversee and engage with residents in a proactive manner and with a positive attitude
- Oversee all security including fire safety codes, emergency response plans, and tenant security
- Cooperate with and work collaboratively with Resident Manager and Outreach Workers
- Carry out basic property maintenance

## REQUIREMENTS

- Live on-site in one bedroom suite
- Canadian citizen or permanent resident of Canada
- Minimum 2 years social service or similar experience with adults with developmental disabilities
- Property management experience; training or diploma an asset
- Experience working with volunteers and/or staff
- Basic bookkeeping and computer skills
- Occupational First Aid level 1, and willingness to upgrade to Level 2
- Satisfactory Criminal Record Check & References (3)

## PERSONAL ATTRIBUTES

- Excellent communicator that is self-motivated and proactive
- Able to work flexible hours and schedules
- Able to function efficiently and multi-task
- Willingness to learn and to take training if indicated

*Applications, including a cover letter, resume, and contact information for 3 references, may be emailed to [info@hyad.ca](mailto:info@hyad.ca). We thank all aspiring candidates for their interest, however, only those chosen for an interview will be contacted.*