

Pennsylvania Interfaith Community Programs, Inc.
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Full-Time Job Opening

Property Management Caseworker

DEFINITIONS:

This position involves overall tenant and applicant case management of the PICPI/ACHA Low Income Housing Tax Credit, USDA, HUD and HOME rental properties. The Caseworker works directly with the Property Management Supervisor and Maintenance Technicians to coordinate all phases of tenant occupancy, including clerical support. Work is performed independently and reviewed, as needed, by the Property Management Supervisor.

KEY DUTIES AND RESPONSIBILITIES:

- Maintain property applicant waiting list(s)
- Set and conduct applicant interviews and annual tenant re-certifications, prepare appropriate applicant/tenant releases, obtain income/asset verification forms.
- Issue lease violations and notices to quit, file eviction paperwork with magistrate and attend required hearings.
- Ensure proper rent collection
- Respond to general tenant inquires/concerns
- Maintain electronic and paper data entry and file assembly for all applicant and tenant information according to established policies and procedures.
- Conduct pre-lease up inspections for new admissions and weekly inspections as needed for tenants with housekeeping issues.
- Gain and maintain proper user access for electronic reporting systems including but not limited to: HUD, EIV, PHFA, USDA-MINC, etc.
- Complete other duties as assigned.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Please contact Lee Gatto at 717-334-1518, ext. 246 or lgatto@adamscha.org Positioned open until filled.



This institution is an equal opportunity employer and provider.

