



## **Unique People Services**

### **Job Posting**

#### **Residence Manager**

Unique People Service a non-profit organization located in the Bronx has an opening for a Full-time Residence Manager in Manhattan. Responsible for the safe operation of the program and ensuring the all residents are provided with a safe and comfortable environment. Supervise the maintenance department to ensure that the physical plant is maintained in a safe and clean manner. Oversee work orders to ensure that all repairs are made in a timely manner and maintain a record of all repairs made. Solicit bids from outside contractors as necessary and submit to Program Director for review and approval. Maintain a record of all inspections, licenses, etc. related to the building. Oversee the correction of all building related violations and maintain a record of same. Provide documentation of correction to Program Director on a timely basis. 24 cell phone service in the event of an emergency.

Qualifications: Bachelor's Degree, preferably in the Social Services field with two (2) years experience in a residential setting. May be substituted for Associate Degree with five (5) years experience in a residential setting. Knowledge of HIV/AIDS and substance abusing populations.

E-mail cover letter and resume to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org) or fax resume to Attn: HR, (718) 231-7720.

