



JOB ANNOUNCEMENT

ASSISTANT MAINTENANCE TRAINING PROGRAM SUPERVISOR

AGENCY DESCRIPTION

Community Housing Partnership (CHP) is a San Francisco-based nonprofit organization that develops and operates permanent housing for formerly homeless people with on-site support services, job training and employment opportunities. CHP's mission and values are based on the belief that tenant participation is fundamental to all aspects of the organization; over 50% of CHP staff members are formerly homeless and four tenants serve on our Board of Directors. CHP has a staff of over 150 people, with an annual operating budget of approximately \$10 million. CHP owns, manages and/or provides services at 11 buildings with 774 units of housing for formerly homeless adults and families. We are currently developing 4 new housing sites with a total of more than 300 apartments. For more information, visit www.chp-sf.org.

JOB SUMMARY

The Maintenance Training Program (MTP) is a job training program operated by Community Housing Partnership (CHP). The purpose of the MTP is to provide basic introductory training and employment opportunities to formerly homeless individuals living in supportive housing buildings. Participants will learn basic work skills while being introduced to apartment maintenance work. Together with the MTP Supervisor, the Assistant MTP Supervisor is responsible for teaching and supervising participants in the MTP during their field training, focusing on both work readiness skills and hard skills (cleaning, painting, repairs, etc).

KNOWLEDGE, SKILLS AND ABILITIES

- **Building Maintenance:** Minimum 3 years experience in building maintenance or related skills (required skills include painting, cleaning, floor care, small repairs)
- **Safety:** Ability to communicate and train others in universal precautions for their safety while working in diverse environments that include potentially unsanitary conditions.
- **Quality Standards:** Understanding of Housing Quality Standards and ability to train others in these.
- **Commitment:** Understanding and commitment CHP's mission statement and familiarity with issues of homelessness.
- **Attendance:** punctual, reliable, self-initiating and demonstrated good attendance
- **Model:** Able to model good work behaviors to trainees and support them in their own growth
- **Initiative:** Ability to plan work and initiate projects efficiently; ability to train others in how to organize and conduct work.
- **Confidentiality:** Demonstrated ability to maintain confidentiality and boundaries, and to interact professionally with tenants and staff
- **Team Player:** Demonstrates willingness to participate in agency-wide committees, teams, activities to develop and improve policies, services, workplace conditions and programs.
- **Advocacy:** Strong interest in doing social justice advocacy.
- **Communication:** Valid telephone number required.

COMPENSATION

Salary depends on experience. CHP provides a competitive salary, benefits and training package.

APPLICATION PROCESS

Send resume and cover letter to: Human Resources; 280 Turk Street; San Francisco, CA 94102; fax (415) 749-2791; e-mail: jobs@chp-sf.org

Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk people.