

# ERH

## Episcopal Retirement Homes

Episcopal Retirement Homes was founded in 1951 and affiliated with the Episcopal Diocese of Southern Ohio, Episcopal Retirement Homes (ERH) conducts a not-for-profit ministry dedicated to providing services primarily to older adults. ERH owns and manages Deupree House, Deupree Cottages, Marjorie P. Lee Retirement Community and St. Paul Village in Cincinnati, Ohio, Canterbury Court in West Carrollton, Ohio, and Cambridge Heights in Cambridge, Ohio. In addition, ERH provides community based services for seniors such as Living Well Senior Solutions, Meals on Wheels, Parish Health Ministries and more. Our mission is to enrich the lives of older adults in a person-centered, innovative and spiritually based way. ERH is currently seeking candidates for the following position:

### **HOUSING MANAGER – ST. PAUL VILLAGE**

#### **Major Responsibilities Include:**

- Oversee and manage the operations of the St. Paul Village community in accordance with HUD regulations
- Develop positive rapport with residents, family members, volunteers, local parish congregates and community members
- Manage 10 staff members and 189 affordable housing units
- Market facility in targeted areas; maintain census and waitlist to ensure occupancy levels are sustained at budgeted levels
- Complete and maintain HAP billing and annual community budget
- Process accounts payable within the parameters of annual community budget
- Support Resident Council

#### **Qualifications:**

- Certified Occupancy Specialist certification, or equivalent, is required
- Must have two years of experience in a similar position
- Must be knowledgeable of HUD regulations
- High school grad or equivalent required
- Tax credit building experience preferred
- Previous eldercare experience preferred
- Must be able to work flexible hours

For immediate consideration, please apply on our website at [www.episcopalretirement.com](http://www.episcopalretirement.com) or fax your resume to:

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