Employer Name: MERIDIAN HEALTHCARE
Job Title: HOUSING COMPLIANCE ASSISTANT
Is this a Green Job?: NO

Job Description:

Desired Skills/Duties: Meridian HealthCare, a large non-profit integrated healthcare agency with over 280 employees and 12 locations in the Youngstown/Warren, is searching for an energetic, detail oriented individual to calculate, re-certify and collect tenant rent; review payment agreements with tenants; maintain rent records; conduct monthly and move-in inspections; transport tenants as needed, etc. May include some evenings and weekends; Full-time with benefits; Competitive salary. Qualifications: High School diploma or equivalent required. Must have good communication skills and be proficient in Microsoft Word and Microsoft Excel. Proficiency with FHA, DEVCO and HMIS software systems preferred. Must have access to a vehicle for local travel and have a good driving record. Benefits: Free Medical, Dental, and Vision insurance. Generous paid leave program, employer matched pension plan, and wellness program

Application Procedure: Submit application to madams@MeridianHealthCare.net, FAX: (330) 797-9146 or by mail: Attn: M. Adams, Meridian HealthCare, 8255 South Ave., Youngstown, OH 44512. Applications can be obtained from the top right of this page or the address listed above.

Contact Information

Apply in Person at: 527 N. MERIDIAN ROAD
                        YOUNGSTOWN OH 44509
Contact Name: Mackenzie Adams
Fax Resume to: (330)797-9146
E-mail Resume to: madams@MeridianHealthCare.net
Apply Online at: http://www.meridianhealthcare.net/employment/