



Job Title: Admissions Assistant

Location: The Residences at Kenilworth Park 1650 Kenilworth Ave NE, Washington DC 20019

Type: Full Time and Part Time Positions

Job Summary:

The Admissions Assistant is a critical role that integrates the administrative process for all resident move-ins to the community. This requires coordination of all appropriate documentation including approval of resident tax credit paperwork and income verification of regulatory requirements prior to move in. The Admissions Assistant is the direct resident contact for all move-in requirements, and will then ensure that all information flows to and from the respective departments in terms of resident needs, readiness of apartment, scheduled move in date and time, and moving arrangements for personal belongings to ensure that all services are aligned. The Admission Assistant will also assist in meeting with prospective residents and families, conduct tours as needed, and begin the communication process of what each resident will require for application and move-in, a timeline of information and process, and be able to adjust and support resident to achieve the best outcome for both the community and resident.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation. Meet with new residents to coordinate move-in as assigned in coordination with Management team.

- Manage the occupancy process from receipt of deposit to move in, continuously educating/promoting the community services available to the resident and resident family.
- Help facilitate in making the move into the new residence as smooth as possible for the resident and family.
- Prepare closing packets and coordinates all aspects pertaining to scheduling move-ins and developing move-in guide.
- Facilitate the selections process, based upon current regulatory requirements and company policies and operating procedures.
- Communicate with future residents and/or family members regarding notices for projected move in dates.
- Work with Director of Plant Operations to ensure completion of apartments as assigned by the Assistant Executive Director. Keep all appropriate parties apprised of move-in dates and possible adjustments.
- Communicate with the sales team and new resident to assure apartments are ready for move-in.
- May perform other duties as assigned.

Minimum Qualifications:

- High school diploma or general education degree (GED); three to six months related experience and/or training; or equivalent combination of education or experience acceptable.
- Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Medicaid experience preferred.

Physical Demands:

- Physically able to move at least 20 lbs. without assistance.
- Physically able to bend, reach, and work in small areas
- Physically able to push and pull activity equipment and furnishings.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

To apply or refer a qualified applicant please send completed application and/or resume to Torshie Brice at TBrice@HallKeen.com