

"In response to the love of God, Wesley Senior Ministries is dedicated to providing excellent housing and services which enhance the quality of living for elderly persons and their families."



WESLEY HOUSING CORPORATION OF MEMPHIS, INC.



Job title: Clerk

Division/Department and Location: Homecare by Wesley

Reports to: Regional Asset Manager

Essential Duties and Responsibilities:

Work collaboratively to cultivate a strong and transparent team that can universally work to support the mission in accordance with policies and procedures. Lend observation and expertise to supervisors developing policies which help develop, expand, and execute the Ministry and Mission. Ability to organize information in a predetermined format for submission to supervisors in connection with reporting requirements.

Advocate and promote the organization and its mission. Work with supervisor to develop day to day strategy, planning and policy execution so that responsibilities can be carried out in an efficient and professional manner. Using imaginative and creative logic, expand services or streamline tasks and submit to supervisor as a best practice.

Accurately process information and documents to ensure services are coordinated, employees and vendors are paid, receipts are appropriately processed, and reporting is accurately distributed. Ensure management systems created by policy are followed and comply with professional and industry standards.

Ensure that all regulatory and governmental data is maintained and filed with the applicable agencies.

Maintain a clear and constant commitment to the ministry as it relates to published policy. To assist and promote its Social Practice as set forth in communicated values.

Assure the protection and maintenance of physical assets within the area of responsibility. Maintain these assets in a safe, decent and sanitary manner at all times in accordance with published policy.

Education and/or Work Experience Requirements:

- Associate's Degree is desired but not required.
- 6 months to 1 year of related experience/training or combination of education and experience
- Experience with multi organizations or a single organization with multi-sites a plus.
- Excellent verbal and written communication skills, including ability to effectively communicate both internally and externally of the organization. Communication skills should include electronic, written and face to face abilities.
- Ability to operate under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service. Provide a positive example to peers.
- Exhibit or attain proficiency in computer systems including Microsoft Office products, HUD online systems, and industry specific software.
- Certifications in area of responsibilities preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards in accordance with published policies and procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to ambulate, bend, stoop and reach. Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone
- Must be able to travel and provide personal transportation
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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Hours and salary: Full-time. Pay rate is \$11.20 per hour. 40 hours per week hourly position.

Full-time employees are offered a wide range of benefits including PTO, paid holiday, retirement plan, FSA, and insurance offerings. In addition to those benefits we offer educational assistance and personal leave.

To apply please send resume to: Human_Resources@wesleyhousing.com OR fax to: 901.380.4910.