

Title: Resident Services Coordinator

Description: The Arlington Housing Authority is seeking a resident services coordinator, who will be responsible for planning and implementing the delivery of services to improve the quality of life of residents. The resident services coordinator; Informs residents of available social service programs available through the Housing Authority and community at large; implements service programs that serve these needs and establish methods of evaluating the effectiveness of these programs; collaborates with community organizations to develop relationships for supportive services, referrals, and programming; develops public relations materials such as newsletters, flyers and Public Service Announcements; conduct public presentations; prepares reports and maintain records as required by DHCD our state funding agency; performs other duties as assigned.

Pay Range: Part Time: 18 hours/week at \$32.00/hour. This is a three (3) year grant funded position with the possibility for extension if program guidelines are adhered to.

Start Date: Immediately

Qualifications: The candidate must possess a strong working knowledge of Microsoft Office and be able to learn other computer software programs as needed. They must have strong written and verbal communication skills, excellent customer service skills, and an attention to detail and organization; familiarity with public housing, community organizing and referral services agencies; the ability to develop, implement, coordinate and monitor programs and activities designed to serve residents of public housing; comprehensive knowledge of and active working relationships with community agencies that provide social services, educational, legal, health, and other services.

Bachelor's degree in social work, counseling, or related field. 3-5 years direct experience delivering programs and supportive services designed to provide educational, recreational, social, and self-sufficiency to public housing seniors, non-elderly handicapped residents and families is required. An equivalent combination of education and experience may be considered.

Must have the ability to work with people of various socioeconomic backgrounds.

Bilingual language skills a plus.

Application: Resumes will be accepted at the Authority office until the position is filled. Resumes should be sent to: Jack Nagle, Operations Manager, Arlington Housing Authority 4 Winslow Street, Arlington, MA 02474 or by emailing Jack Nagle at: jnagle@arlingtonhousing.org

The Arlington Housing Authority is an equal opportunity employer.