

Resident Services Coordinator

General Description:

The Resident Service Coordinator will work in partnership with the Chelsea Housing Authority property manager to link residents to economic opportunities with other program partners to create awareness of, and interest in, program services among residents, match individual residents with program services, monitor the performance of community partners, and track the success of the program in helping residents to achieve economic self-sufficiency. For an elderly or disabled resident, the Resident Services Coordinator arranges supportive services that allow them to maintain their independent lifestyle and enhance the social development of residents.

Duties and Responsibilities:

Implementation of programs, including marketing tasks. Networking in Chelsea and surrounding communities and developing working partnerships as a vehicle to bring services to residents. Working with program partners including conducting quarterly partner meetings to discuss achievements and challenges. Continuing outreach to residents and providing individual case management. Monitoring program success including completing internal and external reports.

Minimum Qualifications and Experience:

A Bachelor's degree or four years' experience in case management, housing administration or similar program with demonstrated results is preferred. Must possess good communications and negotiation skills, both written and oral, be well organized and have a demonstrated competence working with low-income, culturally diverse individuals as well as employers, training vendors, and other providers of supplemental services to job seekers. Resident Services Coordinator should be proficient in Office 365 computer programs. All candidates must pass a CORI background check. Preferred but not required, bilingual candidates and candidates that have had experience with the Low Rent Family and Elderly Public Housing Programs.

Starting Salary Range

Competitive Salary based on experience with benefits package including medical, dental, pension plan, sick & vacation.

The Chelsea Housing Authority is an equal opportunity employer.

Interested candidates may submit resumes by email at employment@chelseaha.com, (subject line RSC19) or mail (address below) by August 29, 2019 or until position is filled.

Chelsea Housing Authority
Human Resource Department (RSC19)
54 Locke Street
Chelsea, MA 02150

August 12, 2019