

Part-time Resident Service Coordinator

The Burlington and Winchester Housing Authorities are seeking a part-time resident service coordinator (RSC). The RSC will be responsible for planning and implementing the delivery of services to improve the quality of life for residents. The RSC; 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 maintains records as required by DHCD our state funding agency; performs other duties as assigned. Assist with securing additional program funds and grants.

Qualifications: The Candidate should possess a strong working knowledge of Microsoft Office and be able to learn other computer software programs as needed. Must have strong written and verbal communication skills, excellent customer service skills, and an attention to detail and organization; familiar with public housing, community organizing and referral service 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.

Associate or bachelor's degree in social work, counseling, or related field or 3 to 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.

Salary: \$28.00-\$34.00 hourly, based on qualifications

Type of Position: Part-Time

Education Requirement: Associate's

Experience Requirement: < 1 year

Please send resume to: Susan Doherty Cashell email: sdcashell@winchesterha.org or mail to Winchester Housing Authority, 13 Westley Street, Winchester, MA 01890