

RESIDENT SERVICE COORDINATOR REVERE HOUSING AUTHORITY

Primary Responsibilities:

The **Resident Service Coordinator** duties include, but are not limited to the following:

- Refer RHA senior and young disabled residents with crisis intervention and substance abuse counseling
- Coordinate educational, vocational, health and social programs
- Coordinate home care for the elderly and young disabled; monitor delivery of on-site services; make referrals for supportive services
- Conduct regular meetings with residents to assess needs including wellness visits
- Establishes community contacts to help those in need
- Organizes events with residents
- Assists the Housing Management Department with resident concerns/issues and lease renewals
- Build and maintain working relationships with service provider partners, contractors and family support services
- Conduct home visits with residents
- Maintain accurate records and contact information for all participants, including children and adults
- Reports to the Director of Housing Management
- Perform other duties related to the Resident Service Program as directed by supervisors

Education and Experience

A degree or 5 years progressively responsible work in Social Services, Psychology, Human Services, Counseling or other advocacy or related field is preferred. Literate with technology and software (Word, Excel, PowerPoint, etc.) website development and social media. Valid Massachusetts Driver's License and access to reliable transportation is required.

Knowledge and Skills

Strong verbal and written communication skills; knowledge of Microsoft Office and industry standard programs; knowledge of HUD/EOHLC housing program regulations and eligibility requirements a plus; Ability to multi-task, anticipate and identify problems, and devise creative and effective solutions.

How to Apply

Cover letter, resume and three (3) professional references to: Dean Harris, Executive Director, Revere Housing Authority 70 Cooledge Street Revere, MA 02151. RHA is an Equal Opportunity Employer/Affirmative Action Employer.