

Seekonk Housing Authority

RESIDENT SERVICES COORDINATOR

The Seekonk Housing Authority is seeking an experienced Resident Services Coordinator. Under the general supervision of the Executive Director, the Resident Services Coordinator provides a variety of resident support services to all Housing Authority families.

Duties include:

- Research and identify social service needs of Housing Authority residents and facilitate the development of strategies to address same.
- Provide information to residents concerning available community services of which they may take advantage.
- Monitor for quality and efficiency any services provided to residents by organizations and agencies with the prior sanction of the authority.
- Create new programs to meet the needs of residents.
- Provide leadership for programs to ensure proper administration.
- Research, prepare and submit grant applications for funding to provide services to residents.
- Recruit, train and provide work direction to volunteer service providers.
- Assist individual residents and families in resolving personal problems including securing of assistance from service providers.



QUALIFICATIONS: The incumbent shall have college level training in relevant areas such as psychology, counseling, sociology, human relations, social work or community organization; should have prior experience in the social service field; should have a general knowledge of economic, social and health problems of public housing residents; should be able to develop effective relationships with persons of varied backgrounds; should be able to communicate orally and in writing in a manner easily understood by others; should have the ability to assemble, develop, analyze and evaluate data; should be able to demonstrate initiative and to work with a minimum of supervision; should have the ability to establish and maintain effective relationships with residents, co-workers and service providers; must be able to meet with residents in their individual dwelling units; should exhibit a willingness to work abnormal hours if necessary; should have data processing experience including word processing; must have a valid driver's license.

TO APPLY: Please submit cover letter, resume and three references to

Attleboro Housing Authority Management Agent
80 South Avenue, Attleboro, MA 02703

or **ahaadmin@attleborohousing.org**

or fax: **508-222-4389**

The position is open until filled.

Seekonk Housing Authority is an Equal Opportunity Employer