

Position Description: **Support Services Coordinator**

This job reports to the: **Director of Outreach and Social Services**

Relocation is not provided and travel is not required.

This is a **Part-Time, Non-Exempt** Position.

Number of Openings for this position: **1**

Overview

Position works **10 – 15 Part Time Hours (afternoons 1:00 – 5:00 p.m.) 2 to 4 days per week. – flexibility to work evenings and weekends.**

Job Skills/Requirements

Primary responsibility is to work with property management staff to address the social, educational and recreational needs of seniors and families living in low to moderate housing. Identifies, plans, organizes and oversees programs and activities for residents. Provides information and referrals. Networks and collaborates with community organizations. Prepares reports as needed. Complies with ROMA and data entry policies.

Additional Information/Benefits

Must have a BA/BS degree in Social Sciences. Must be a LSW (Licensed Social Worker) or have social services experience in lieu of education. Must have excellent communication skills to work with seniors, disabled and low income persons. Must have experience in community resources and planning activities. Must have reliable transportation (be insurable with clean driving record and background).

Subject to criminal background check and to pre-employment and random drug and/or alcohol testing and MVR.

An Equal Opportunity Employer/Service Provider