



Housing on Merit (HOM) was founded in 2011 and is a §501(c)(3) non-profit corporation. Our mission is to create a bridge to permanent affordable housing for vulnerable populations. We do this by forming long-term partnerships with developers who share our commitment to preserve and develop affordable housing. We build communities where residents can access support services and growth opportunities to maintain safe, stable housing, and make positive life changes.

Title: Resident Services Coordinator

Salary: \$12/Hour; 15 Hours per Week

Immediate Supervisor: Planning & Programming Coordinator

Location: San Diego, CA

Educational Requirements: Associate's or Bachelor's Degree in Education (or related field)

Language Requirements: English, Spanish

Essential Job Duties and Responsibilities:

1. Learning Center Supervision

- Manage the Homework Help program. The Homework Help program provides an environment where school aged children can drop in on their way home from school for homework completion and fun.
- Provide academic support in all subjects for students who need assistance. Observe and tracks students' progress and attendance through incentive systems.
- Reinforce positive student behavior and rules.
- Tutor and conduct computer literacy and other relevant classes.
- Maintain positive relationships with all family members and site management team members and supervisors.
- Coordinate all program services, use of site facilities and equipment with site management team members and supervisors.
- Report any problems, student incidents and concerns to supervisor or Executive Director.
- Serve as an informational resource for community services and provide appropriate referrals to residents.
- Develop and maintain professional relationships with property management.

2. Administrative

- Accurately complete and submit timesheets by deadlines, reporting hours of work performed and allocating time efficiently.
- Assist in recruiting and supervising volunteers.
- Assist in residential events.
- Attend appropriate internal and external meetings as assigned by Supervisor.
- Prepare program progress reports as requested.

3. Other

- Perform other related duties and responsibilities as required.

Qualifications:

- Ability to work independently and display leadership qualities. Previous experience working in a leadership role highly preferred.
- Experience teaching students in all content areas at the elementary and/or middle school level.
- Ability to relate to youth in a positive and creative way.
- Ability to communicate clearly, in an oral and written fashion.
- Effectively manage time.
- Ability to work with diverse groups, children, adults, and seniors
- Knowledge of, and sensitivity to, the needs of low-income housing residents.
- Ability to secure appropriate fingerprint clearance and a child abuse index check.
- Professional commitment to the mission of Housing on Merit.
- Ability to represent HOM in a professional manner.

Language Ability:

Ability to read and interpret documents and write routine reports and correspondence. Ability to speak effectively before groups.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have intermediate knowledge of Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and general research experience using internet search engines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk/hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste/smell. The employee must repetitively lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Application Process:

HOM is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should email Jennifer Litwak at jlitwak@housingonmerit.org. Please write Resident Services Coordinator in the email subject header as well as your full name and include a cover letter.

Applications will be accepted through January 7, 2019 with an anticipated start date of February 4, 2018. No telephone calls please.