



Part-time Resident Services Coordinator

Launched in 2011, Housing on Merit (“HOM”) is a 501(c)(3) nonprofit organization that assists homeless, precariously housed, and low-income individuals and families transform their lives. HOM co-develops and manages affordable housing projects that couple facilities management with comprehensive growth and support programs provided through our Learning Center Model. Our Learning Centers include: Center for Academic Excellence, Center for Employment & Financial Stability, Center for Growth & Empowerment, and the Center for Health & Wellness.

Title: Resident Services Coordinator

Immediate Supervisor: Planning and Programming Coordinator

Salary: \$12/Hour; 20 Hours per Week

Location: Sacramento, California

Educational Requirements: Associate’s or Bachelor’s Degree in Psychology, Gerontology, or related field

Language Requirements: English, Mandarin

Experience Requirements:

A minimum of one year of experience in the housing field. The individual must possess excellent management, interpersonal, and writing skills and be organized, creative and effective. The successful candidate must have a demonstrated capacity for working with older adults and/or disabled individuals in an organized setting and can thrive in an environment working with a multidisciplinary team of community organizations.

Essential Job Duties and Responsibilities:

1. Supervision of Supportive Services Program for Seniors

- Provide general assistance and advocacy related to supportive and social services to all residents; provide up-to-date information and clarification regarding programs such as Medicare, Medicaid, entitlements, and formal supportive and social services.
- Develop and maintain linkages with community resources such as the Area Agency on Aging and research to remain current regarding information and services available to address resident needs.

- Refer and link residents to supportive services available in and provided by trusted partners/resources in the general community. Such services may include, but are not limited to, case management, personal assistance, homemaker services, meals on-wheels/congregate meal provision, transportation, counseling, visiting nurse, preventive health screening/wellness training, and legal advocacy.
- Act as liaison with local care providers and hospitals to ensure successful discharge from care facilities and return transition of residents to their apartments.
- Promote a positive social climate that fosters residents' psychosocial well-being by developing, implementing, and monitoring educational, recreational, and therapeutic programs for resident participation.
- Address the social and recreational needs of the senior community with the assistance and participation of the resident.
- Identify leaders among the residents to volunteer to manage aspects of the service program and social and recreational functions.
- Educate residents to services available on-site and in the community.

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.

3. Other

- Perform other related duties and responsibilities as required.

Qualifications:

- Experience working with senior citizens and persons with disabilities is essential.
- Ability to relate to seniors and older adults in a positive and creative way.
- Ability to communicate clearly, in an oral and written fashion.
- Knowledge of, and sensitivity to, the needs of low-income housing residents.
- Willing to secure appropriate fingerprint clearance.
- Bilingual Mandarin/English fluency

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 Vivian Preciado at vpreciado@housingonmerit.org. Please write Resident Services Coordinator – Imperial Tower in the email subject header as well as your full name and include a resume. No telephone calls please.