



Job Posting

Become a key part of an exciting team that provides on-site health, education, and employment services to over 15,000 children, families, and seniors living in low-income neighborhoods. **Project Access Resource Centers** are embedded into the fabric of the community as a physical presence on-site, in residents' own backyards, thereby eliminating the geographical barrier of access to social services. To learn more about Project Access, please visit <https://www.project-access.org> and <https://www.facebook.com/ProjectAccessOrg/>.

Making a difference in lives and communities:

As the **Resident Services Associate**, you will assist and support the Resident Services Coordinator in the coordination of programs and services designed to generate positive changes in the lives of senior residents. Services are aimed to increase resident knowledge of and access to available services. As the prevailing non-English language of the residents is Mandarin and/or Korean, this position requires someone who is bilingual. The Senior Resource Center is located on the grounds of Golden West Towers, the affordable housing apartment community.

Interested in more details?

Schedule: This is a part-time, 29 hours a week position with shifts scheduled Mon thru Th from 10:30am-4:30pm and Fri 10:00am-3:00pm

Benefits: Project Access offers Paid Time Off and Holidays, Employee Assistance Program, Group Life insurance, and 401(k) with an employer match of up to 4%.

Work locations: Golden West Towers Apartments, 3510 Maricopa Street, Torrance, CA 90503

TO APPLY for this enriching and rewarding opportunity please email your cover letter and resume to hrpa@project-access.org with "Golden West" entered in the subject line. Your cover letter is to summarize your experience working with seniors in a social service setting.

Position Responsibilities:

- Build trust and a relationship with the residents
- Assist the Resident Services Coordinator with linking residents with existing programs and services in the community and facilitate access
- Provide information and referral services to residents
- Provide translation and interpretation services when appropriate
- Assist the Resident Services Coordinator and residents in the creation of community-building and social events
- Develop an understanding of local social services, education, and healthcare providers
- Assist with the coordination of transportation, the instruction of onsite classes, programs, and other services
- Distribute a monthly newsletter and fliers for residents to promote activities and programs onsite
- Assist the Resident Services Coordinator with retrieving and maintaining resident data that reflects resident service needs, demand for services, program and service post surveys, and referrals made through the Senior Resource Center
- Maintain web-based attendance records for programs, services, and events

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- High school diploma
- Experience in social services, gerontology, or related nonprofit work

- Bilingual in Mandarin Chinese or Korean
- Excellent communication and organization skills
- Proficiency in MS Office (Excel, Word) and Outlook
- CPR and First Aid certified
- Successful completion of background check and LiveScan
- The physical activity of this position includes ability to: stand or walk majority of shift, lift up to 30 pounds, bend, kneel, and reach frequently

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Equal Opportunity

Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.