



Job Posting

Project Access is hiring a Resident Services Specialist!

Become a key part of an exciting team that provides on-site health, education, and employment services to over 16,000 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 Specialist**, you will connect residents, through information and referral, with pre-existing health, education, and social services and will provide individualized services plans for residents who meet criteria for potential case management and follow-up services. In addition, you will assist the onsite Resident Services Coordinator with the overall development and coordination of programs and services offered for the benefit of residents, which include youth, adults, and the elderly, who live in the community. **This position is located at the Project Access Family Resource Center at Meadowbrook Apartments in San Diego.**

Interested in more details?

Schedule: This is a part-time, 29 hours/week position. The current schedule is Mon 11:30am-5:30pm; Tues-Th 1:00pm-7:00pm; and Fri 12:30pm-5:30pm and there is room for some flexibility.

Benefits: Paid Time Off, paid Holidays, life insurance, and the opportunity to participate in a 401(k) plan with 4% match after completing a one year period of service.

Work location: Meadowbrook Apartments, 378 S Meadowbrook Dr, San Diego, CA 92114

TO APPLY for this enriching opportunity, please email your cover letter and resume to hrpa@project-access.org with "Meadowbrook" entered in the subject line. Your cover letter is to summarize your experience working in the community serving diverse cultures and multiple age groups (from children in after-school programs to adults), and how this part-time schedule meets your search criteria (as opposed to a full-time job).

POSITION RESPONSIBILITIES:

- Build trust and relationships with the residents
- Serve as a representative in the community and provide information and referral services to residents, linking them to existing programs, services, and benefits programs in the community.
- Perform assessments to identify residents existing support systems and their current and future needs
- Develop individualized service plan with and for residents who meet criteria for potential case management and follow-up services
- Document activity and maintain case notes for program participants
- Assist residents, through interviews, surveys, and community meetings, to identify the services needed to promote their independence
- Maintain resident data that reflects resident service needs, demand for services, program and service post surveys, and referral made through the Family Resource Center
- Maintain attendance records for programs, services, and events

- Assist in the creation of community-building events
- Assist with the facilitation of onsite classes, programs, and other services; particularly support in the After-School Program working with elementary through high school aged youth
- Manage and arrange biannual meetings to discuss program opportunities or needs

QUALIFICATIONS (Education, Experience, Skills, Credentials):

- Bachelor’s Degree in Social Work, Human Services, or closely related field
- Bilingual in Spanish/English preferred
- One year of experience in social services, preferably with diverse and high needs populations
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook
- Valid CA Driver’s License, clean driving record, and current automobile insurance
- Successful completion of background check and LiveScan
- CPR and First Aid certified
- Ability to self-start; excellent communication and organization skills
- The physical activity of this position includes ability to: stand or walk majority of shift, bend, kneel, and reach frequently. Able to lift up to 30 pounds to include large boxes of food for supplemental food program.

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

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.