



Job Posting

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 across the country. **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/>.

Need some important details? This is a part-time, 24 hour a week position. The schedule is Mon thru Wed from 10:30am to 5:00pm and Th from 10am to 5:00pm. There may be an occasional Saturday for an event. Project Access provides Paid Time off, Paid Holidays, life insurance, an Employee Assistance Program (EAP), and a 401(k) plan with an employer match of up to 4%.

Making a difference in lives and communities.

As the **Resident Services Coordinator**, you are responsible for the overall development and coordination of programs and services offered for the benefit of the senior residents. Will serve as a liaison in the community and advocate for services offered to residents and drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement.

The seniors residing in the community live independently. The goal of this way of life is to maximize a resident's dignity, autonomy, privacy, independence, choice, and safety. We strive to keep residents as active and involved as possible through educational, social, and recreational programs. The seniors are responsible for their own housing, meals, housekeeping, laundry, and personal care. The Senior Resource Center is located on the grounds of Mission Cove Apartments in Oceanside, an affordable housing development.

TO APPLY for this enriching and rewarding opportunity, please email your cover letter and resume to hrpa@project-access.org with "Mission Cove" entered in the subject line. Your cover letter is to summarize your experience working seniors, diverse cultures, and how this part-time schedule meets your search criteria (as opposed to a full-time job).

POSITION RESPONSIBILITIES:

Program Delivery (70%)

- Identify services that promote self-sufficiency through surveys, community meetings, etc.
- Coordinate social and recreation activities including bingo, arts and crafts, monthly birthday parties, and light exercise programs
- Coordinate and develop events and fairs as needed
- Facilitate activities in the Community Garden
- Develop and maintain partnerships with local providers to deliver services onsite with a focus on issues seniors face such as entitlement programs and fraud prevention
- Information and Referral: Provide residents with information and referrals to access city and community resources
- Outreach: Link residents with existing programs and services in the community and facilitate access to services

- Serve as a representative in the community attending local collaborative meetings with private and public sector parties
- Develop and maintain relationships with property managers and arrange biannual meetings to discuss program opportunities or needs

Administrative (30%)

- Publish a monthly newsletter including calendar of events for distribution to residents
- Help create and adhere to budgets for resident service programs
- Develop and maintain the resource directory that lists local service providers
- Collect and record data to measure program outcomes to include monthly program attendance and evaluation reports

QUALIFICATIONS (Education/Experience/Skills/Certifications):

- BA/BS degree in Social Work, Human Services, Gerontology or closely related field
- One year of experience working with seniors and in social services
- Experience serving diverse populations demonstrating cultural competency and community awareness
- Excellent communication and organizational skills
- Intermediate skill level with Excel; proficiency in MS Office, Outlook, and Internet
- CPR & First Aid certified
- Valid CA Driver's License, clean driving record, and auto insurance
- Successful completion of background check and LiveScan
- The physical activity of this position may include lifting, bending, walking, kneeling, reaching, and step climbing. Ability to lift up to 30 pounds which may include large boxes of food for a supplemental food distribution program
- Preferred: Bilingual with proficiency in local major language (e.g. Spanish, Tagalog, Chinese)
- Preferred: Experience in homeless and/or veterans services

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.