Job Posting
Resident Services Associate
Tara Village Apartments Family Resource Center, Cypress, CA

Become a key part of a caring and committed team that provides on-site health, education, and employment services to over 20,000 children, families, and seniors living in affordable housing and work force affordable 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/.

Making a difference in lives and communities. As the Resident Services Associate, you will assist the Resident Services Coordinator with the overall development and coordination of programs and services offered daily for the benefit of residents which include youth, adults, and the elderly who live in the community. The primary responsibility will be assisting in the running of the after-school program. The Family Resource Center is located on the grounds of the affordable housing apartment community.

Interested in more details?
FSLA/Schedule: This is a part-time, 25 hours a week, non-exempt position. The work schedule is Monday thru Friday afternoons and must be available from noon to 6:00 p.m. May include an occasional Saturday or evening shift for a field trip or community event. Schedule is subject to change.
Benefits: Project Access provides Paid Time Off and Holidays, Employee Assistance Program (EAP), Term Life insurance and a 401(k) plan with an employer match of up to 4%
Work location: Hermosa Village Apartments, 5201 Lincoln Avenue, Cypress, CA 90630

TO APPLY for this enriching and rewarding opportunity please email your cover letter and resume to hrpa@project-access.org with “Tara Village” entered in the subject line. Your cover letter is to summarize your experience working with diverse cultures and with multiple age groups.

POSITION RESPONSIBILITIES:
• Build trust and a relationship with the residents thru outreach efforts
• Assist the Resident Services Coordinator with linking residents to 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 with instruction of onsite classes, programs, after-school tutoring, 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 Family Resource Center
• Maintain attendance records for programs, services, and events
• Attend and participate in required staff meetings

QUALIFICATIONS (Education, Experience, Skills, Credentials):
• High school diploma
• Bilingual in Korean/English strongly preferred
• Experience in education, social services or related non-profit work
• Strong communicator; high level of verbal, written, and listening skills
• Proficiency in Microsoft Office, Outlook, Email, and Internet
• Valid CA Driver’s License, clean driving record, and auto insurance
• CPR and First Aid certified
• Successful completion of a background check and LiveScan clearance
• The physical activity of this position includes bending, walking, kneeling, reaching, and step climbing. Able to lift up to 30 pounds which may include large boxes of food for a supplemental food distribution 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.