



Job Posting
Resident Services Coordinator (16 hours/week)
Celadon Apartments Family Resource Center, San Diego, CA

Become part of a caring, committed, and dynamic 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. Our goal is to keep family members employed, children in school, and seniors active. 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 Coordinator is responsible for the overall development and coordination of programs and services offered for the benefit of residents, comprised of adults and the elderly. Residents are assisted in obtaining the services they need to maintain independence and the highest possible quality of life. This includes providing remote services in order to respond to the needs of residents. Will serves as a liaison in the community and advocate for services offered to residents with a drive to increase presence and access to programs and services in the respective community through intentional outreach and engagement. This position works independently and is suited for someone who thrives in an environment with a high degree of autonomy and accountability. The Family Resource Center is located on the grounds of the affordable housing development.

As a Social Service Agency, we provide essential services to include managing onsite food distribution programs. During the pandemic, we have continued to serve our residents through a combination of onsite and virtual programming.

Interested in more details?

Classification/FLSA Status: Part-time (16 hours a week), non-exempt.

Schedule: 2 days a week, Tuesday and Thursday 9:00am to 5:30pm.

Benefits: Paid Time Off, pro rata paid Holidays, Group Life insurance, and a 401(k) plan with 4% match.

Work location: Celadon Apartments, 929 9th Avenue, San Diego, CA 92101

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

POSITION RESPONSIBILITIES:

Program Delivery (70%)

- Remote delivery of resident services which may include, but is not limited to:
 - Hosting virtual call-in's for homework help, enrichment programs, adult workshops, employee assistance, financial literacy, and community building.
 - Provide digital communications with social and mental health tips.
 - Calling residents to perform wellness checks
 - Support food distribution needs
- Identify services that promote independence through surveys, community meetings, etc.
- Facilitate and coordinate social and recreation activities for residents including bingo, arts and crafts, monthly birthday parties, lite exercise programs, entitlement program workshops, and community engagement.

- Develop and manage the partners and contracted instructors responsible for the presentation of onsite classes, programs, and services including but not limited to nutrition, financial literacy, job skills and career opportunity classes, technology training, community building events, GED classes, English classes, art classes, exercise programs, on-site food cultivation and preparation, health and well-being.
- Develop and maintain partnerships with local providers to deliver services onsite
- 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.
- Develop and maintain relationships with property manager and arrange biannual meetings to discuss program opportunities or needs
- Use of personal automobile to acquire program supplies and attend offsite meetings (mileage reimbursed at IRS rate when in accordance with company policy)

Administrative (30%)

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

QUALIFICATIONS (Education, Experience, Skills, Credentials):

Education

- Bachelor's Degree in Social Work, or Human Services field; i.e. Education, Sociology, Gerontology, Psychology

Experience

- Minimum of one year experience working with high needs populations
- Experience serving diverse populations demonstrating cultural competency and community awareness

Skills

- Strong time management, administrative and organizational skills.
- Strong communicator; high level of verbal, written, and listening skills
- Intermediate skill level with MS Office (Excel, Word, Publisher) and Outlook

Credentials/Certification

- Valid CA Driver's License, clean driving record, and current automobile insurance
- CPR & First Aid
- Successful completion of background check and LiveScan

Physical Job Requirements

- 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.