

# CLARENDON HILL TOWERS

Somerville, Massachusetts

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## **Position Available: Resident Service Coordinator**

### **General Summary**

Clarendon Hill Towers, a 501-unit affordable housing complex in Somerville, MA seeks a full-time Resident Service Coordinator (RSC). The primary function of the RSC is to effectively assist residents who have requested support in enhancing the quality of their daily lives. This may mean enabling them to more fully and successfully participate in the social, educational and/or economic mainstream. The position provides residents with information about and access to local services and resources that can assist them in pursuing opportunities and achieving life objectives. The RSC is an integral part of the housing and property team and plays a critical role in the overall positive maintenance of the property for the enjoyment of its residents and the respect of its neighbors.

### **Qualifications**

Bachelors degree or higher in Social Work, Psychology, Gerontology, Counseling, or related specialty and 2+ years related work experience OR 5+ years relevant work experience. The ideal candidate will have experience working with affordable housing communities and tenant boards and be knowledgeable about relevant state, federal, and local resources and agencies.

### **Key responsibilities**

- ❖ Identify and assess individual and family needs. Inform the resident of available resources and provide support in accessing services successfully. Support residents to enhance the quality of their lives. Encourage and empower them toward self-sufficiency.
- ❖ Identify, assess, select, develop and maintain referral relationships with local agencies that effectively assist residents to pursue opportunities and achieve their life objectives.
- ❖ Refer concerns about lease violations to the Property Manager and work as part of the management team when a resident is identified as being in jeopardy of eviction. Offer linkages and referral support to the resident to positively and quickly rectify the situation.

### **Salary & benefits**

- ❖ Salary commensurate with education and experience
- ❖ Generous benefit package

### **Send resume and cover letter (including salary requirements) to:**

- ❖ By mail: Clarendon Hill Towers, Attn: Jill Ouellette, 1372 Broadway,  
Somerville, MA 02144
- ❖ By fax: 617-625-3741
- ❖ By email: [rfinnegan@comcast.net](mailto:rfinnegan@comcast.net)

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**Managed By FHRC Management Corporation, Manchester, Connecticut**

Clarendon Hill Towers does not discriminate against any person because of race, color, religion, sex, sexual orientation, handicap, familial status or national origin.

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