**Schochet is currently seeking a Resident Services Coordinator.**

Do you want to make a difference in the lives of families and older adults in affordable/low-income housing? Can you work one-on-one with our residents to identify needs and coordinate services? Does developing relationships with community partners to bring in programs and resources that educate and engage sound exciting? Do you want to help plan events that build community and promote well-being? We have an incredible job opportunity for YOU!

We are building an enhanced resident services program in partnership with Hebrew Senior Life at Fresh Pond Apartments in Cambridge, MA. The resident services team will include 2 Resident Service Coordinators, Wellness Coordinator, Wellness Nurse and Fitness instructor.

Duties/Skills include but not limited to:

1. The RSC works as a team alongside the resident services staff, property management team, residents, volunteers and community partners.
2. Connecting our residents to services, resources and support is a primary duty of the RSC. This includes assessments, education, referrals to service providers and the one ongoing monitoring of support. Some examples of service topics include resources to help older adults age in place, rental assistance, benefits and entitlements, job support, early childhood education, food assistance and mental health.
3. The RSC establishes onsite wellness programs and events through relationships with community partners and/or utilizing the RSC programming budget. Topics can range from having celebrations that prevent isolation and build community to lectures on health topics and general wellbeing, such as fraud prevention or computer classes.
4. Advocate, organize, problem-solve to obtain results for residents.
5. Establish relationships with agencies and service providers in the community who will provide direct services to residents.

Come join our team that offers over 50 years of encouraging growth and employee retention! Schochet offers a comprehensive benefits package that includes health, dental, 401k and more available on your first day. All new employees accrue 3 weeks of vacation per year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.

BA and/or 3-4 years’ professional experience in a related field is preferred.

Please submit resume to: careers@schochet.com. Pre-employment background check & drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144. www.schochet.com