

Resident Service Coordinator

Maloney Properties is seeking candidates for a part-time Resident Services Coordinator role. The work hours for this position are 10:30am to 3:30pm (25 hours per week/5 days at 5 hours each) Monday through Friday. Some evening meetings and weekend hours are possible. This position will be based at Waverly Woods, a 40 unit multi-family site in Belmont, MA. The role will also provide services at 2 additional properties, a 25 unit elderly site and a 18 unit multi-family site in Watertown. Responsibilities include, but are not limited to, the initial assessment of services needs for all residents including primary contact with provider agencies, development of programs, services and activities. Previous experience as a Resident Service Coordinator is preferred. Other responsibilities also include providing administrative support to the Property Manager. A BA, or higher in Social Work, Psychology, Gerontology, Counseling or related specialty or significant work experience relevant to the position is required. Strong MS Office skills are also required.

The goal of the Resident Service Coordinator (RSC) is to enhance the ability of residents to uphold their lease obligations, such as paying rent on time, taking proper care of the unit, and insuring quiet enjoyment of the property for all residents and surrounding neighbors. The RSC also promotes programs and efforts that enhances a resident's quality of life and help build healthy communities. This position also ensures the provision of program support and/or intervention for individuals and families through the coordination of community resources.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation,

recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=458174>