

Resident Service Coordinator

The Shoreline Corporation is **currently hiring a Part-Time Resident Service Coordinator at Blackstone Falls Apartments in Central Falls, RI**. The Resident Service Coordinator will work on site at Blackstone Falls which is an affordable housing community for elderly and disabled residents. The Resident Service Coordinator will effectively assist residents with information about supportive services and resources, provide support and lease education, assist with applying for benefits such as health, financial and insurance benefits.

Skills:

- Knowledge of community support resources, the eligibility for accessing these services and their delivery methods.
- Ability to empower residents to make personal decisions, increase self-esteem, and maximize independence.
- Ability to collaborate with on-site staff, state and community agencies.
- Ability to establish trust, to listen and to assist residents in defining their problems, and identifying possible resources and solutions.
- Possess organizational and time management skills and flexibility.
- Ability to provide advocacy for the resident population.

Responsibilities:

- Improve the quality of life within the development.
- Serve as a liaison between residents and management.
- Coordinate and implement programs of social, medical, psychological, and rehabilitative services.
- Provide resources in coping with resident problems, interface with residents and their families to resolve problems that may accompany illness or inhibit recovery and rehabilitation.
- Establish appropriate recreational programming and events that promote social interaction.
- Maintain documentation of services provided in a confidential manner.
- Provide crisis intervention and establish programs and activities which will facilitate preventive measures among the resident population.

Experience and Qualifications:

- High School diploma required.
- Prior Social Work experience or similar.
- Certification by Rhode Island Housing as Resident Services Coordinator or willingness to acquire this while employed at Blackstone Falls.
- Experience in the use of office equipment including computer & related software.
- Maturity and a well-developed sense of discretion.
- Bi-lingual in English and Spanish or Portuguese a plus.
- Ability to work with and understand persons of all ethnic and family backgrounds and be sympathetic problems of residents.

This an hourly, part-time position. The Shoreline Corporation is an equal opportunity employer. Interested candidates should send a cover letter, resume and references to manager@blackstonefalls.com

