

HALLKEEN MANAGEMENT

Job Title: Resident Service Coordinator

Location: Coventry, RI 02816

Hours: Part-Time-20 hours a week

Job Description

HallKeen Management is seeking a high-energy, hands-on Resident Services Coordinator (RSC) to work on-site at a 276 unit mixed population apartment community in Coventry, RI. The RSC works closely with the Property Manager to assist with the administration and operation of the development, while bringing a social service perspective to the management team, to address the needs of the residents.

The RSC implements needs and asset assessments of the property under his/her purview, and coordinates the delivery of programs and services to meet these needs, including lease education and anything else that may affect their occupancy. The RSC works to develop and maintain a resources directory of service providers and create a cooperative network with state and local agencies. Programs coordinated help build a healthy housing community and strengthen connections between residents, management and the local community

Qualifications and / or Experience

Requires strong interpersonal and communication skills, ability to be detail oriented and self sufficient. Candidate should have prior experience in social work or human services. A degree in social work or social services is a plus.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 401-821-2166 or Jane.Kelleher@hallkeen.com