



# Resident Services Administrator

Newton Community Development Foundation (NCDF) a private, not for profit, developer and manager of affordable housing is seeking a part-time (18 – 20 hours per week) Resident Services Administrator to supervise its Resident Services staff and program consultants and oversee the facilitation of programs and activities. The Resident Services Administrator will also provide support and referrals to residents, as needed to assure housing stability.

## Major Responsibilities:

- Supervise resident services staff (Resident Services Coordinator, Fitness and Wellness Coordinator, and Afterschool Youth Program Coordinator) and other program consultants that work directly with residents and provide the services and programs;
- Provide resident service consultations, assessments and referral for individual residents, which includes crisis intervention, emergency assessments, short-term treatment, and assistance to residents and their families when resident requires additional supportive services or more service oriented housing;
- Consult and provide direction to NCDF's ADA/504 coordinator who will review and process requests for reasonable accommodations;
- Work closely with Resident Services Coordinator to implement new programs and services;
- Assist and support Executive Director and Fundraising Consultant with preparation of grant proposals;
- Manage the NCDF's Resident Services Department within budget and according to NCDF's policies, procedures and standards;
- Establish alliances and working relationships with residents, community-based organizations; and social service agencies.

## Knowledge, Skills and Abilities:

- Social Work License, MSW preferred;
- At least 5 years' experience in social services field;
- Knowledgeable of public benefits and social service systems and ability to promote independent living with residents;
- Strong presentation and organizational skills as well as excellent oral and written communication;
- Proficient with standard computer programs such as Microsoft Word, Excel, and Outlook;
- Own vehicle required and valid MA driver's license

Salary commensurate with experience. Please email letter of interest along with resume to [NCDF.inc@verizon.net](mailto:NCDF.inc@verizon.net) or fax to 617-244-2160 or mail to: Newton Community Development Foundation, 425 Watertown St, Ste 205, Newton, MA 02458.

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*April 2015*