

Resident Services Coordinator

Maloney Properties – Voted “Best Place to Work” by its employees for 4 years!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. We manage more than 90 housing communities with more than 9,000 units throughout the New England area. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

Maloney Properties is seeking candidates for a full-time Resident Services Coordinator role to provide support for elderly and family-based communities in Belmont, Waltham, and Watertown. This role will have an assigned schedule at each location throughout the week to provide consistency for the residents. Some evening meetings and weekend hours are possible. 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. Other responsibilities also include providing administrative support to the Property Managers.

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.

Your Qualifications

Previous experience as a Resident Service Coordinator is preferred. 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.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer training programs and opportunities that lead to employee advancement and promotions.

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