

# Resident Services Coordinator

**Maloney Properties – Voted “Best Place to Work” by its employees 3 years in a row!**

**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**

Charlesbank Cooperative is a 276 unit community located in the Longwood Medical area in Boston. We are seeking a part-time Resident Services Coordinator to work 20 hours a week during normal business hours. Responsibilities include, but are not limited to, the initial assessment of services needs for residents including primary contact with provider agencies, development of programs, services and activities.

The goal of the Resident Service Coordinator (RSC) is to ensure the provision of program support and or intervention for residents through the coordination of community resources. The RSC also promotes programs and efforts that enhance a resident's quality of life and help build a healthy community. The RSC will also be responsible for enhancing 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.

## **Your Qualifications**

At least 1-3 years of experience. A BA, or higher in Social Work, Psychology, Gerontology, Counseling or related specialty or significant work experience relevant to the position is required. The qualified candidate will have a strong desire to help others, excellent communication skills and ability to work with diverse populations. 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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