

Resident Services Coordinator

SHP Management Corp., a development and management company specializing in affordable housing, is seeking an experienced Resident Services Coordinator to service a 429 unit mixed elderly/disabled and family subsidized property located in the Newark NJ area. This position is 35 hour/week full time position, Monday-Friday. Days and hours can be flexible and will be required at times according to resident's needs.

Duties/Responsibilities:

The successful candidate will be responsible for the following:

- Provide a support/referral system to residents in order to assist them in maintaining their independence and to promote their physical, emotional, and social well being.
- Provide outreach, assessment and linkage to entitlement programs and services available through various federal, state and local service providers.
- Serve as a liaison between residents and their families to various federal, state and local service providers to promote self sufficiency and a sense of community among resident population.
- Assist in identifying, developing and coordinating on-site educational programs for youth, family and elderly residents.
- Maintain documentation of all interventions and communication in resident files.
- Promote company and advocate for residents through participation in professional and community organizations.

Qualifications:

- Candidate must have excellent communication skills and knowledge of community, state and federal resources for elderly/disabled in New Jersey.
- A minimum of 3-years of social services/human services required.
- Associates or Bachelors Degree in Social Work preferred.
- Demonstrated competency with Microsoft Office, Word, Excel, and Outlook.
- Prior affordable housing experience a plus.
- **Bilingual in Spanish a plus.**

Benefits:

SHP is committed to a drug-free workplace. We offer competitive wages and an excellent benefit package, including:

- Paid vacation, holidays, sick and personal leave.
- 401(k) plan with generous company match.
- Portion of paid health and dental plans.
- Tuition reimbursement.
- Opportunity for professional growth and development.

We are an Equal Opportunity employer.

Please read what some of our employees think about working at SHP.

"During my first year of employment, SHP Management assisted me in obtaining my HUD RSC certification. Since then, I have been given the opportunity to attend professional conferences and educational programs to maintain my certification and further develop my skills. I am currently enrolled in the UMass Boston Masters Program in Gerontology as a direct result of SHP Management's generous education reimbursement benefit. I am very fortunate to work for a company that recognizes the value of professional development." Ronnie, Resident Services Coordinator, MA

"After working in the industry for quite some time now, I can honestly state that SHP Management stands out above your average management company. The level of quality, professionalism, organization and positive corporate culture the company maintains exceeds the standards in every area; because of this and more I am happy to be working at SHP." Elaine, Property Manager, NJ