

# **Resident Services Coordinator**

**Maloney Properties – Voted “Best Place to Work” by our employees for 7 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 130 housing communities with more than 13,000 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 multi-site Resident Services Coordinator to support three elderly communities in Dorchester, Hyde Park, and Mattapan, MA. Responsibilities will 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.

The goal of the Resident Service Coordinator (RSC) is to support aging in place, the ability of residents to uphold their lease obligations, and taking proper care of the unit. 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 through the coordination of community resources.

## **Your Qualifications**

A Bachelor's Degree or higher in Social Work, Psychology, or Counseling, or comparable experience is required. The ideal candidate will have previous Resident Services experience as well as experience working with elderly and disabled populations. Crisis management and risk management experience is a plus. Candidates must also be highly flexible, have strong interpersonal skills, and be able to work as part of a team. Previous experience with Microsoft Office and utilizing databases are also preferred. Bilingual in English/Haitian Creole is a preferred. A valid Driver's License and access to a vehicle is needed.

Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for religious and medical exemptions will be considered.

## **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.

**Apply Now Via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=584576>

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