



# KCHA Job Announcement

600 Andover Park W • Tukwila, WA • 98188 • (206) 574-1104 FAX  
Please post to KCHA employees, residents, and the general public.

## **Resident Services Coordinator**

**OPEN: 03/16/10**

**CLOSE: 04/02/10**

The King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for the position of Resident Services Coordinator for the **Seola Gardens HOPE VI Project**.

**RESPONSIBILITIES:** Under the supervision of the Senior Resident Services Manager, assesses resident needs and provides information about and referrals for social services; help residents apply for and maintain social services and entitlements; explain information to residents; monitor on-site resident services and networking with community partners in order to foster relationships with and improve services from agencies providing assistance and information to residents; visit residents to discuss their situation and help solve problems; connect residents with jobs created as a result of the project. Make informational and educational presentations; serve as an advocate for residents when they are having challenges or disagreements with Authority management, DSHS decisions, or denial of entitlement benefits. Maintain files, complete paperwork and attend to other administrative duties including departmental meetings and serving on agency committees. May monitor social service contracts with providers.

**REQUIREMENTS:** The ideal candidate will have a Bachelor's degree in Social Services, Human Services or related field and one to two years of relevant work experience in social work, housing programs and/or community development programming, or an equivalent combination of education and experience. Knowledge of supportive services and community resources available for low-income individuals and families, principles and practices of social service counseling and case management. Strong ability to handle client interactions with courtesy, tact and sensitivity to the issues involved. Effectively work with culturally and ethnically diverse resident groups. Strong verbal and written communication skills and familiarity with computers and Windows-based software. Work requires frequent contact with residents, community councils, facility managers, and other Housing Authority staff to organize, implement and monitor services, and with a variety of community services providers both public and private. Specific knowledge of Southwest King County and White Center human services for low-income individuals and families highly preferred. Must have reliable transportation, auto insurance, a good driving record and a valid WA State Drivers License throughout employment. Travel between properties required.

**COMPENSATION:** The salary for this position is \$3,904.23 - \$4,563.07 per month DOE. The excellent benefits package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts is optional. Positive corporate culture and commitment to a diverse workplace, plus more!

**TO APPLY:** Submit cover letter explaining how you meet qualifications, resume and application (available on our website) to KCHA, Human Resources, Job #10-4, 600 Andover Park W, Tukwila, WA 98188. This position will close on April 2, 2010 at 4:30pm.

*For future opportunities please contact our job line at (206) 574-1103 or website at [www.kcha.org](http://www.kcha.org). EEO/AA/M/F/V/D*

**An Equal Opportunity Employer**