

## **Resident Service Coordinator/ Part Time**

SouthEast Effective Development - Seattle, WA

Division: Asset Management

Site: Lake Washington Apts.

\$16.00 - \$18.00 an hour - Part-time (3 Full Days)

Job Type: 3 full days a week

The Resident Service Coordinator (RSC) will work with SEED and the on-site property manager to implement services at the Lake Washington, family apartment complex. The overarching objective of the RSC is to promote a safe, stable residential community by connecting youth and adults to programs and services. The RSC will work with local government agencies, including the police, parks department and fire, and community-based organizations that service low-income and at-risk populations.

### **RESPONSIBILITIES**

- Establish and maintain linkages with service providers in the community.
- Educate residents about activities and services available, including development of resource guide, creating and maintaining community calendar and extensive, personal, outreach to residents to encourage participation.
- Assist residents to develop support networks with residents and providers through participation in community programs and activities.
- Provide monthly input e.g., statistics, number of clients served, center activities/classes to the Supervisor, for timely completion of written reports.
- Attend monthly team meetings, to include SEED, property manager, and Rainier Beach: A Beautiful Safe Place for Youth (ABSPY) coordinators, to ensure that program outcome measures are met.

### **MINIMAL PROGRAMMING EXPECTATIONS**

- Organize, identify guest speakers and market the bi-monthly Living Room conversation/potlucks with residents to encourage participation. Provide for interpretation and translation of presented and written information as needed.
- Coordinate with Seattle Neighborhood Group on regular crime prevention and safety training classes and other activities (e.g., basketball tournaments) that promote a safe, violent free community.
- Schedule occasional site visits from the City of Seattle Fire Department for equipment tours, questions and answers, and engagement.
- Coordinate with City of Seattle Police Department (SPD) for monthly youth-focused ice-cream socials and other fun activities (e.g., basketball tournaments) with police personnel. Coordinate with SPD and adult residents of LWA to establish Neighborhood Watch program and promote positive resident relations with law enforcement.
- Coordinate and expand of existing programs at the property, including the arts program, after school tutoring through SEED Arts, Boys and Girls Program and other organizations.

- Conduct computer training and schedule other training through City of Seattle Public Library and other trainers. Adult training will focus on basic computer literacy and programs for youth focused on coding, music-making, graphics/animation to support cognitive development.
- Create new programming to serve at-risk youth in their late teens, including implementation of a community center, talent shows, music and other activities that would appeal to this group.
- Bring job skill training, ESL, and other classes and programs to the community.
- Create Neighborhood Watch program and promote positive resident relations with law enforcement.
- Promote sports activities, fitness and other outlets among all populations at the community, including focused wellness programs for women and girls.

## **QUALIFICATIONS**

- Demonstrated cultural sensitivities and abilities to work with wide ranging populations.
- Interest or working experience with social service organizations.
- Computer literacy Microsoft Office and case-management software.
- Ability to work flexible hours, including occasional evening or weekend work, as the position may require.
- Excellent oral and written communication skills.
- Bi-lingual applicants preferred.