



## **RESIDENT SERVICES COORDINATOR**

The Resident Service Coordinator (RSC) will work with SEED's housing group and on site property management to implement services at the Rainier Court community. The overarching objective of the RSC is to promote a safe, stable residential community by connecting families and seniors to programs and services.

### **RESPONSIBILITIES**

- Establish/maintain linkages and partnerships with service providers in the community.
- Identify community resources that will help residents maintain housing, such as food programs, utility assistance, government entitlements, and assist with applications.
- Provide intake, assessment and referral services for residents, as needed.
- Educate residents about activities and services available, including development of resource guide, creating and maintaining community calendar and outreach to residents to encourage participation.
- Assist residents to develop support networks through participation in community programs and activities.
- Foster programs such as after school programs, financial literacy, computer training, ESL and other programs that are appropriate for resident populations.
- Provide monthly input e.g., statistics, number of clients served, center activities/classes to the Supervisor, for timely completion of written reports.
- Attend weekly housing meetings and monthly meetings with SEED and property manager.
- Other duties as required.

### **QUALIFICATIONS**

- Bachelor's Degree in Degree in Social Work/Human Services or related field and/or a minimum of three to five years of equivalent experience in a housing/multi-family housing environment.
- Demonstrated cultural sensitivities and abilities to work with wide ranging populations.
- Proficiency in Microsoft Office suite (WS Word, Excel, Access, Outlook, Publisher and Powerpoint) and database management.
- Develop flyers, binders, guides and other outreach materials.
- 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.

**PAY: \$19-20/HOUR**

**To Apply: Send resume and cover letter to [info@seedseattle.org](mailto:info@seedseattle.org)**