



## **RESIDENT SERVICES COORDINATOR**

The Resident Service Coordinator (RSC) will work with SEED's housing group and on site property management to promote a safe, stable residential community by connecting seniors and families to programs and services. The RSC will work closely with housing staff on a senior property undergoing rehabilitation and expand our service footprint at the Rainier Court campus.

### **RESPONSIBILITIES**

- Help coordinate on site relocation with development staff and property management.
- 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 referral services for residents.
- 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.
- 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)**