

## Resident Service Coordinator

### Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

### What you'll do:

St. Nicks Alliance is currently seeking a **Resident Service Coordinator** to join a team of dedicated professionals providing high quality social services to older adult and family residents of St. Nicks Alliance managed housing that will improve their economic self-reliance, independent living and integration into community life. The position is under the supervision of the Assistant Director of Resident Services.

- Provide high quality social services, referrals and case assistance for older adult and family residents of St Nicks Alliance managed housing.
- Screen and enroll residents in government benefit programs & services to improve their economic self-reliance and housing stability.
- Schedule and perform home visits, office appointment and walks-ins with residents to assess their economic, social, and healthcare needs.
- Coordinate with Property Management team to identify residents in need of social and housing retention services.
- Refer residents to other organizations that will provide services to address health, behavioral health and social needs.
- Document all services and provide follow up to residents in the ETO database within the required timeframes.
- Assist with the design of outreach and educational materials for distribution to residents.
- Assist with the planning and implementation of recreational activities including holiday celebrations, block parties, summer barbeque and other recreational events.
- Assist with the planning and facilitation of educational workshops and presentations for residents including financial management, health and wellness and other topics that will promote community living.
- Schedule and facilitate resident association meetings.
- Network effectively with local and citywide organizations and agencies that provide programs or services that further residents' self-reliance.

### What we are looking for:

- minimum of three-years experience working with vulnerable populations, older adults, housing, or social services
- associates or bachelors degree in human services/social work preferred
- **bi-lingual (English – Spanish) (spoken and written) required**
- ability to work with economic, culturally diverse population
- familiarity with City's and federal public benefit programs
- excellent written and verbal communication skills
- ability to work evenings and weekends if necessary

### What's in it for you:

- compensation range: \$50,000 per year (*the actual compensation will depend on a variety of job-related factors which may include work experience, education, and skill level*)
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities & access to wellness programs

### How to apply:

Applicants should send a cover letter addressing what qualities you have that fit this role, and a current resume to [jjohnson@stnicksalliance.org](mailto:jjohnson@stnicksalliance.org).



St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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