St.Nicks Alliance

Where Opportunity Grows

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.

We are currently seeking a **full-time resident service coordinator** for our 339 Ellery Street location in Brooklyn. This role provides high-quality services to residents of St. Nicks Alliance-managed housing to improve their economic self-reliance, independent living, and integration into community life.

What you'll do:

- Provide high-quality services, referrals, and case management for residents of St Nicks Alliance-managed housing
- Screen and enroll residents in programs & services to improve their economic self-reliance
- Perform Social Care Network (SCN) screenings and eligibility assessments, coordinate outreach, follow-up case management, data entry, cross-sector referrals, and other SCN-related duties
- Schedule and perform home visits, office appointments, and walk-ins with St. Nicks Alliance residents to assess their economic and social needs
- Coordinate with Property Management staff to identify and provide social services to residents in need
- Refer residents to other organizations that will provide services to address health, behavioral health, financial, and social needs
- Document all services and follow-up provided 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 barbeques 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 successful community living
- Schedule and facilitate resident association meetings
- Coordinate with the Community Preservation staff to facilitate residents' civic engagement around affordable housing, community safety, and environmental justice
- Network effectively with local and citywide organizations and agencies that provide programs or services that further residents' self-reliance
- Performs other activities as directed by the assistant director of Resident Services

What we are looking for:

- Minimum of one year of experience with community outreach or social services
- Bilingual (English/Spanish, both spoken and written) is required
- Ability to work with an economically diverse and a culturally diverse population
- Excellent written and verbal communication skills
- Ability to work evenings and weekends as necessary
- Familiarity with city and federal public benefit programs is desirable

What's in it for you?

- compensation range: $50,000-53,000 *(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 and access to wellness programs

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How to apply:

Applicants should send a cover letter addressing what qualities you have that fit this role, a current resume and a cover letter to **rsjobs@stnicksalliance.org.**

St. Nicks Alliance is an Equal Opportunity Employer. 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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