



<b>Job Title</b>	<b>Resident Service Coordinator</b>
<b>Location</b>	<b>Family Buildings</b>
<b>Department</b>	<b>Resident Services</b>
<b>Reports To</b>	<b>Director of Resident Services</b>
<b>Job Status</b>	<b>Permanent, full-time (40 hrs/week) with membership into SEIU Local 1021 required</b>
<b>Compensation</b>	<b>\$30,548.00 - \$32,000 per annum, plus generous benefits -- medical, dental, visual, life, and worker's compensation insurance</b>

**About Our Organization:**

Mission Housing Development Corporation develops high-quality, well-managed, affordable, sustainable homes and communities that promote the self-sufficiency of low and moderate income families, seniors, and persons with diverse needs. Mission Housing offers technical assistance to service providers to help them develop affordable housing that meets the needs of special populations.

MHDC's Resident Services Department seeks to foster healthy communities and promote self-sufficiency by improving community relations, facilitating access to resources, and providing opportunities for personal goal achievement for residents of MHDC housing communities.

**Job Duties and Responsibilities:**

***Community Resources:***

- Identify the strengths of residents for asset-building and personal development as well as their needs for supportive services.
- Meet with residents on an individual and as-needed basis to establish workplans and document progress.
- Research, identify, and link residents with resources such as rental assistance, transportation, adult education, childcare, health services, and employment assistance. SSI, Medicare, food stamps, and prescription drug assistance.
- Maintain confidential records of resident interactions and referrals made.
- Establish relationships with community service providers.
- Work closely with Property Management staff to identify specific supportive needs as related to lease violations and household stability.
- Provide community resource information to new residents upon move-in.
- Compile information and eligibility requirements for neighborhood and City-wide resources.
- Organize community resource displays with information and applications.

***Programs and Activities:***

- Explore and provide on-site educational speakers, workshops, and activities about health issues, financial literacy, computer training, job searching, and other life skills.
- Set up office hours at each of buildings and advertise office hours for residents to meet with and request referrals
- Recruit and supervise volunteers to assist with programs.
- Assist residents in building informal support networks with other residents, family members, and friends.
- Create opportunities for residents to get involved with community activities.

- Coordinate resident training for leadership roles, such as developing and implementing beneficial programming.
- Organize on and off-site community-building events.
- Encourage and support residents in the formation of on-site groups such as Resident Councils, building safety monitors, and social clubs.
- Actively support the democratically-elected Resident Councils.
- Mediate disputes between residents or refer parties to mediation services such as Community Boards.
- Exchange resources with other Resident Services staff and collaborate on programs and community-building activities, as appropriate.
- Produce a monthly calendar of events and activities.
- Maintain collaborative relationship with Property Management staff and actively participate in site staff meetings to address property needs and resident issues.

***Administration:***

- Maintain timesheets, service reports, grant reports, activities budgets, program files, and required paperwork.
- Work with the Director of Resident Services to budget funds for resident services.
- Participate in monthly Resident Services team meetings.
- Perform other duties as assigned.

**Required Skills and Qualifications:**

- Bachelor's degree in Social Work or related field or 2-3 years experience in community services coordination and social service delivery.
- Experience working with or lower-income families, people with mental health, substance use, disability, legal issues and older adults,.
- Knowledge of Federal and State benefits programs and local services in the Mission District and San Francisco.
- Demonstrated skills in leadership and community building.
- Excellent interpersonal skills including proven ability to work effectively with people of diverse backgrounds.
- Enthusiasm, patience, strong initiative, and desire to make a positive difference in the lives of residents.
- Ability to articulate ideas clearly and professionally in both a written and oral manner.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality of sensitive information.
- Ability to follow through and complete job duties.
- Ability to lift at least 50lbs.
- Competent computer and technology skills.
- Possession of a valid California Driver's License.
- Bilingual Spanish speaking a plus.
- Proficiency in MS Word, Excel, Internet, and e-mail.
- Professional commitment to the mission of Mission Housing Development Corporation.

**Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations.**

**Mission Housing Development Corporation is a drug free work place as required by the "Drug-Free Workplace Act of 1988"**

**SALARY:**

**MHDC is an established leader in nonprofit housing. We offer a highly competitive salary and an excellent benefits package for employees and eligible dependents.**

**To Apply:**

Please email resume and cover letter with salary requirements to [ecrodriguez@missionhousing.org](mailto:ecrodriguez@missionhousing.org), via fax to 415-864-0378, or mail to Mission Housing Development Corporation, attn: Ellie Rodriguez, 474 Valencia Street, Suite 280, San Francisco, CA 94103.