



Resident Services Coordinator

McCoy Village / Villa Capri Properties (North Portland and Wash. County)

Reports to: Housing Transitions and Resident Services Program Manager

Part-time: 0.8 FTE (32 hours/week) - Non-Exempt

Catholic Charities is a nonprofit social services and low income housing provider organization dedicated to providing social services and assistance to meet clients' physical, social, spiritual and psychological needs while helping to develop opportunities for self help. The Resident Services Coordinator (RSC) position will provide services to residents of Catholic Charities' **McCoy Village** and **Villa Capri** Apartments.

Principal Duties and Responsibilities

- Identify resident needs; carry out services, programs and activities for residents; work in partnership with other community resources and agencies; facilitate connections between volunteers, services and residents; orient new residents to available services.
- Provide information and referral services to residents. Create and post a monthly calendar of events and services for residents.
- Facilitate and promote resident participation in activities which encourage self sufficiency.
- Offer appropriate group activities for residents. Activities may include classes, presentations or social activities. Coordinate group activities with on site property manager.
- Collaborate with public services and other organizations providing case management services to residents.
- Maintain daily log of resident contacts, service requests and their disposition, and referrals made.
- Provide monthly summary of program activities and participation records. Provide data as needed for Oregon Housing and Community Services.
- Maintain data base and/or library of information and referral resources, including liaisons with community groups, neighborhood based organizations, and agencies providing social services.
- Identify existing service providers and coordinate services to residents to avoid duplication of effort.
- Act as advocate as needed between residents and other service providers.
- Recruit, train and supervise volunteers to provide one time only or ongoing support/assistance to residents. Maintain volunteer hours log.

- Participate in eviction prevention activities as needed.
- Participate in trainings and coordination meetings as requested by Program Manager.

Qualifications

- Bachelor's degree or equivalent work experience. Master's degree in social Work/human services or mental health field desirable.
- Experience providing case management, information and referrals and advocacy
- Knowledge of the needs and issues of local African American community.
- Experience with community networking and organizing.
- Ability to be flexible and adapt well to different team dynamics.
- Excellent written and oral communication skills.
- Travel between sites in Portland area required. Valid driver's license and insurance required.

Pay Rate: \$15.00-16.30 per hour, depending on experience, with full benefit package.

To apply, please complete Catholic Charities application form (available online at www.catholiccharitiesoregon.org) and send, along with cover letter and resume to:

Catholic Charities

Attn: Housing Transitions and Resident Services Program Manager

2740 SE Powell Blvd. #6

Portland, OR 97202

Closing date: **2/10/12**. Applications considered as received.

EQUAL OPPORTUNITY EMPLOYER