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**Residential Service Coordinator**

**JOB TITLE:** Resident Service Coordinator

**DEPARTMENT:** CHR Support Services

**SUPERVISOR:** Director of Resident Services

**WORK SCHEDULE:** M-F 8:30-5:30pm with two Saturday mornings a month.

**COMPENSATION**: $17.50/hr.

**Residential Service Coordinator** is the frontline for social services for our families and children living throughout our affordable housing developments. Coordinators will be expected to read, understand and adhere to the Land Use Restriction Agreement (LURA) that governs the individual property they serve. The Coordinator will provide specific and targeted services at their assigned property based on the needs and desired expressed by the community and management. Furthermore, there is a clear expectation that each Coordinator will keep an open and working line of communication with the third party management of each site.

Although it is not the responsibility of the Coordinator, CHR Partners will develop and maintain several community partnerships in an effort to bring outside services to our properties. Coordinators will be expected to work hand-in-hand with our outside partners and assist them in anyway necessary to deliver excellent service to our communities.

All Residential Service Coordinator will have on-call responsibilities in the event that one of their alternate property is in need of assistance.

Community Housing Resource Partners is a non-profit organization headquartered in San Antonio, TX but serves communities in Texas, Ohio, and Indiana. CHR Partners is dedicated to creating quality, affordable housing where built-in social services empower low-income residents to reach independence. We envision low-income families achieving home-life stability and self-sufficiency built on a foundation of quality, affordable housing and supportive social services.

**Responsibilities**

* Assesses, coordinates, refers, implements, evaluates, monitors, and advocates for the residents of our supportive housing communities;
* Organize and maintain a monthly schedule of events and services for each community;
* Organize and maintain both the company and property service binder in preparation for Department Audit;
* Facilitates and enhances collaborative relationships with management and community partners;
* Meet with Community Manager on monthly basis to ensure open communication and input into the monthly calendar;
* Completes all documentation required for maintaining record of services for state and local audits;
* Maintain a detailed monthly budget of expenses for each property;
* Ensure all documentation for data tracking is complete and submitted on time.

**Qualifications:**

* Education: High School Diploma or Equivalence is required.
* Experience: Non-profit experience or social service experience is preferred.
* Technical Skills: Proficient ability to navigate in Microsoft Office as well as basic internet needs.
* Communications: Proficient in verbal/written communication skills, in both formal and informal settings. Experience creating, documenting, and scheduling. Excellent ability to organize information, manage tasks and use available tools to effectively contribute to a team environment. Ability to express oneself professionally within groups and in one-on-one conversation with staff, management and/or residents. Multi/bi-lingual skills are a benefit to the position.

**START DATE – Immediately**

**APPLICATION:**

* 1. Please send your resume to meghan@chrpartners.org for consideration.