

Come join our growing team!

If you are looking for a rewarding role with opportunities for growth at a company that values integrity, innovation, and teamwork, look no further! Barkan Management Company is a leading property management firm serving over 200 residential communities across 8 states, with regional offices in Boston and Washington D.C.

Founded in 1964, we have over 50 years of experience in real estate, specializing in community association and multi-family management, encompassing market rate and affordable housing. Our team of over 800 talented professionals shares a commitment to delivering unparalleled service, maintaining the highest quality standards, and exceeding client expectations. Join us as we continue to redefine the standards of excellence in property management!

Who we need:

We are looking for a qualified, motivated, and experienced Resident Service Coordinator (RSC) to build and maintain relationships with residents and offers the trust, support and guidance necessary to foster independence and enhance the quality of everyday life for residents.

What you'll do:

- Collaborates with management staff, families, and community social service agencies to identify and address Resident concerns and issues.
- Plans and delivers activities, trips and Resident events.
- Writes monthly newsletters for Residents.
- Develops monthly calendar of events for Residents.
- Shops at local Food Pantry for Residents in need who lack transportation to go themselves.
- Develops linkages and relationships with agencies and providers in the community to identify quality and affordable services.
- Educates Residents on service availability, social service application procedures and rights and provides advocacy when necessary.
- Monitors the ongoing community agency services to ensure that agency and housing management are current with the progress of residents.
- Maintains clear, concise, and appropriate information in Incident Reports and Resident files.
- Provides short-term care coordination including intake and referral services to Residents needing assistance to help them maintain independence and promote self-sufficiency.
- Connects Residents with community resources such as counseling, personal assistance, financial or rental assistance, homemakers, meals-on-wheels, transportation, visiting nurse and wellness clinics.
- Provides follow-up to referrals to ensure appropriate service delivery.
- Works with residents in building support networks with other residents, family, and friends. This may involve the development of resident associations, resource listings for

self-referral, newsletters, welcoming committees, orientation packages, support groups and resident boards.

- Works with residents in securing and/or creating social programming opportunities which meet the health, educational and values of the housing community.
- Collaborates with community providers to create on-site resident programs, workshops, activities, and events to promote social interaction among residents.

What we can do for you!

Barkan offers a competitive compensation and benefits package to full-time employees that includes:

- Medical/Dental/Vision
- Flexible Spending Accounts
- Life Insurance
- Short and Long-Term Disability
- Paid Time Off
- 401(k) Match
- Group Legal/Critical Illness/Hospitalization/Accident/Pet Insurance
- Employee Assistance Program

The Barkan Companies is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.

Send resumes to:

manager@coolidgeatsudbury.com