

WinnCompanies is currently hiring a full-time Resident Service Coordinator for two properties located in Worcester, MA.

Full-time Resident Service Coordinator position

- Hours are Monday thru Friday, 8:30am to 5:30 pm

Location: Wellington Community and Matheson Apartments, 714 Main St., Worcester, MA 01610. Send resume Attn: Management Office or email wellingtoncommunity@winnco.com.

Job Summary:

- Full-time Resident Service Coordinator to provide services and programs to school aged children, families, elderly and disabled residents at two affordable housing communities.

Responsibilities:

- Work closely with the Property Manager to assist with the smooth operation of the property while bringing a social service perspective to the management team.
- Provide support, intervention and lease education to residents regarding issues that may affect their tenancy.
- Refer residents in need to appropriate services in the community, follow up on referrals and provide documentation to support the work with residents.
- Work with residents to establish on-site programs in order to build a healthy housing community and strengthen connections between residents, management and the local community.
- Oversee the resident Computer Learning Center, including supervision of the Coordinator.

Qualifications/Requirements:

- Bilingual Spanish/English required.
- Excellent written and verbal communication skills.
- Must be able to plan, organize and implement programs for residents.
- Bachelor's Degree and experience in a social service or housing setting or relevant experience with families and youth preferred.

WinnCompanies is a Drug Free Workplace and Equal Opportunity Employer. Excellent Benefits!!