



## **Resident Services Coordinator**

**Maloney Properties – Voted “Best Place to Work” by its employees for 9 years!**

### **About Us**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. We manage more than 130 housing communities with more than 10,000 units throughout the New England area. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training.

### **Your Responsibilities**

Heritage Apartments, a 276 unit community in East Boston, MA is seeking a Resident Services Coordinator (RSC). The resident population includes the elderly, disabled, and formerly homeless. The work hours are 8:00am to 4:00pm, Monday to Friday with some occasional evening events. The responsibilities include developing service plans, organizing a consortium of providers including Social Security and Mass Health, providing crisis intervention, making referrals, recruiting volunteers, overseeing interns, communication through flyers, meetings and newsletters. The RSC will also organize and run resident events. Responsibilities also include providing administrative support to the Property Manager.

The goal of the RSC is to enhance the ability of residents to uphold their lease obligations, such as paying rent on time, taking proper care of the unit, and insuring quiet enjoyment of the property for all residents and surrounding neighbors. The RSC also promotes programs and efforts that enhances a resident's quality of life and help build healthy communities. This position also ensures the provision of program support and/or intervention for individuals and families through the coordination of community resources.

### **Your Qualifications**

A Bachelor's, or higher in Social Work, Psych or counseling or comparable experience is required. Previous resident services experience is preferred. The ability to triage situations/cases, prioritize, and address accordingly is required. The ideal candidate will have prior experience working with both elderly/disabled populations. Crisis management and risk management experience is required. Candidates must also be highly flexible, outgoing, confident and able to work as part of a team. MS Office skills are required. Bilingual in English/Spanish or English/Cantonese and Mandarin is a plus. A valid driver's license and access to a vehicle is required to attend trainings and offsite clinical meetings.

**Compensation & Benefits:**

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer training programs and opportunities that lead to employee advancement and promotions.

**Apply Now Via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=634076>

Maloney Properties is an Equal Opportunity Employer.