



## Job Announcement

**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Resident Service Coordinator** to provide residents and their families with Case Management, Family Services, Housing Stability and Community Building activities. Also, this position will oversee onsite children's services and reports to the Resident Services Manager. This position will work onsite in Dublin, CA.

**Permanent Supportive Housing, Valor Crossing:** Provides services to 65 units for veterans, approximately half of which are for those experiencing homelessness at this unit In Dublin (Alameda county).

### How You Make an Impact:

- Assist in screening all potential applicants and helping assess the potential applicant's ability to live independently. Conduct initial needs assessment and develop an individual self-sufficiency/service plan with each incoming resident, with periodic changes as the needs of the resident change.
- Assist residents in retaining housing and maximizing their independence and self-sufficiency by providing linkage and referral to appropriate community services and resources including: crisis intervention, rehab, vocational and employment assistance, primary health and dental referrals, income support and benefits acquisition, substance recovery and mental health services, and consumer and family involvement.
- Conduct weekly meetings with residents to identify short and long-term goals, money management, and employment/education issues. Provide support and coverage at other supportive housing sites as needed.
- Participate in planning and facilitation of after-school programs for school-age children, parenting classes, and child enrichment activities. Administer screenings for Children birth to 5 using the ASQ/SE.
- Communicate closely and frequently with all members of the team to improve systems, solve problems, share resources, and coordinate work, attend staff meetings and other agency functions as needed.
- Participate in coordinating with schools, community non-profit agencies and other in-kind/funding resources to provide on-site tutoring, summer programs, and other resources for families.
- Collaborate with property management staff in creating an environment that fosters a sense of ownership for residents and builds community. Provide crisis intervention as needed and when requested by property management and/or program participants.

### How You Meet the Qualifications:

- Minimum 3 years case management experience providing services to homeless or low-income individuals and/or families.
- Bachelor's degree in Sociology, Psychology, Social Work or closely related field preferred.
- Experience using data collection software for documenting and reporting requirements.
- Initiative, flexibility, self-motivated, and capacity to respond effectively in stressful situations with a proven ability to work effectively as an individual and part of the team.
- Experience with community networking and resource building.
- Ability to work flexible hours, including some weekends and evenings.
- Excellent written and oral communication skills. Detail oriented with strong organizational and time management skills. Bi lingual a plus.
- Reliable transportation along with a valid and current CA Driver's License, clean record and insurance is required.

### How Abode Appreciates/Values You:

- **Competitive Pay Range-\$21.00-\$22.00 per hour**

- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Supportive Supervision, Leadership Academy Programs, Professional Development Trainings

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**