

<b>Job Title:</b>	Resident Service Coordinator/EJC Program Coordinator	<b>Revision Date:</b> <b>E.D. Initials</b>	June 10, 2024 Benjamin Gold
<b>Department/Group:</b>	Operations	<b>Union Status</b>	Non-Union
<b>Location:</b>	Leominster, Lunenburg, and Holden	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	Commensurate with Experience	<b>Position Type:</b>	Full Time Position (35 hrs/wk)

**Job Description**

The Leominster Housing Authority is part of a consortium of housing authorities located in North Central Massachusetts. Employees of the Leominster Housing Authority may also be stationed and called upon to perform tasks in other consortium communities.

This is a highly responsible position in which there are dual roles: Resident Service Coordinator and Eugene J. Capoccia (EJC) Learning Center Program Coordinator. The hours will be split between the two roles: Approximately 20 hours as the Resident Service Coordinator and 15 hours as the EJC Program Coordinator. These hours are subject to the need within each program. This position’s scheduled hours are from 10:00 a.m. to 6:00 p.m. Monday – Friday.

Role and Responsibilities

Reports to and receives supervision from the Director of Housing Management, the Assistant Executive Director and the Executive Director.

Primary Responsibilities

*Resident Service Coordinator*

- Advocating, organizing, problem-solving and providing direction and contact information to the Public Housing Residents in Leominster (family), Lunenburg, and Holden.
- Coordinating, assisting and referring appropriate resources and information to senior citizens and young disabled residents.
- Coordinates notices and meetings with residents and acts as a liaison with Public Housing Management staff.
- Shall work one on one with residents to ensure compliance with rent recertification process alongside Authority Management Staff.
- Will be up to date with changes to various public income programs such as Social Security and SSI in order to be able to assist residents.
- Create and maintain various reports in accordance with HLC regulations.

### *EJC Program Coordinator*

- Oversee the general operations of the EJC and handle daily business activities
- Maintain confidential and specialized files, records and reports related to the facilities of the EJC
- Create an environment that facilitates academic achievement by promoting and stimulating program participation by effectively implementing and administering programs, services, special events, and activities for students and volunteers
- Supervise students during all aspects of the afterschool program including arrivals, dismissals, transitions, homework, bathrooms and assist with serving daily snacks
- Outreach to potential community partners and develop relationships; work with necessary Leominster officials (Town Hall/Fire Dept/Police Dept etc.)
- Other duties as assigned.

### Qualifications and Education Requirements

Must have an Associate's Degree in Social Service Area

Must have experience in delivery of social service programs

Must have a valid driver's license and reliable transportation

Preferred Skills

Bachelor Degree in Social Service Area

Experience in Public Housing Management

Fluency in Spanish and English

The Leominster Housing Authority is an Equal Opportunity Employer (EOE)