



Employment Opportunities/ Job Openings

Resident Services Coordinator

Catholic Charities Atlanta is in search of an organized and experienced part-time **Resident Services Coordinator** to work with residents at St. Joseph Place (SJP), a low-income housing community for seniors. Bachelor's Degree preferred. Minimum of one-year experience in community development, social services, or related field required. Experience conducting community assessments, applying the principles of conflict management, and organizing community groups, events, or programs preferred. Demonstrate a high level of verbal, writing, and listening skills. Proficient with MS Office (i.e. Microsoft Word, Excel, and Outlook). Experience working with diverse cultures.

GENERAL RESPONSIBILITIES:

Facilitate and implement core programs as delegated by the community assessment. Collect and record data to measure program outcomes. Identify human and community service needs of residents. Develop strategies to link residents with needed services, including assistance in overcoming various barriers that might impede access to services. Build community partnerships that bring services and notice to the property; ambassador/advocate of the property, and seeking volunteering. When other services are not available, may deliver direct services. Actively participate with other staff working toward resident stability. (Less than 50 units.)

SPECIFIC RESPONSIBILITIES:

- Work collaboratively with others in a team environment, respecting and valuing the perspectives and contributions of others.
- Develop effective working partnerships with religious, educational, and community groups and institutions.
- Function effectively in an environment with diverse cultures, multiple perspectives, and competing needs.
- Demonstrate a commitment to recognizing residents' knowledge and experience as a valuable resource.
- Motivate individuals to actively participate in services.
- Accurately identify/assess resident assets and needs in order to connect them effectively to resources and help them set personal goals.
- Manage volunteers; effectively facilitate meetings and community gatherings.
- Maintain confidentiality and to obtain appropriate release of information as

necessary.

- Able to work with people with mental health, disability, substance abuse, legal, and financial issues.
- Work within expense limits established.
- Coordinate special projects as directed by the Property Manager.
- Collect required data for designated program components and record data in the CCA database in an accurate and timely way. Maintain all reporting requirements set by funding and/or government agencies.
- Evaluate outcomes of programs and services delivered on a regular basis as required.
- Develop a comprehensive understanding of residents (conduct needs assessments, community meetings, etc.) in order to be able to offer residents the opportunity to assist their community and to guide them towards appropriate services and resources.
- Report child, dependent adult and elder abuse and neglect according to state law.
- Develop and maintain a comprehensive list of resources (employment, education, social service agencies etc.) available in the community for residents' benefit.

Please submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org