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## **EMPLOYMENT OPPORTUNITY**

### **PART-TIME RESIDENT SERVICES COORDINATOR**

The Brunswick Housing Authority (BHA) is accepting applications for the position of part-time Resident Services Coordinator. The purpose of this position is to coordinate the agency's Family Self-Sufficiency (FSS) program and other resident services programs.

Essential Functions includes, but are not limited to, the following:

- Conducts interviews with eligible applicants to assesses and identify their needs and to develop appropriate service plans.
- Implements programs to assist clients in becoming self-sufficient.
- Maintains detailed case management files; processes files in accordance with Housing and Urban Development (HUD) regulations.
- Coordinates and conducts resident responsibility workshop meetings; meets with new residents prior to the signing of new lease agreements to provide information regarding resident responsibilities.
- Prepares a variety of regular and special reports.
- Conducts annual and interim reexaminations for all FSS participants.
- Works closely with other agency program staff to coordinate services to residents.
- Assists in organizing agendas, preparing flyers, and conducting meetings to inform selected participants about resident program goals.
- Responds to calls, written, requests, and emails from participants, service providers, and other answers to provide information and answer questions.
- Performs agency compliance review and quality control functions; reviews agency files, records, and procedures to ensure compliance; performs random quality control review of applicant and tenant files; recommends changes in policies and procedures in accordance with review findings.
- Monitors the Enterprise Income Verification (EIV) system to ensure accuracy and completeness and to ensure compliance with HUD guidelines.
- Performs related duties.

Associate degree from an accredited college or university in Social Science, Human Services, Counseling or Public Administration, or related field with three (3) years of experience in public housing preferred or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

This a part-time position with an entry rate of \$19.88. If you are a motivated individual with a passion for serving people, we encourage you to apply for this position. Please click on the following link to complete and submit the [BHA Application for Employment](#). This position is open until filled.