**Job Description**

The Caleb Group is hiring a Part Time, 20 hour per week, Resident Service Coordinator to serve at a newly constructed residential community in the Concord area. The Resident Service Coordinator connects residents to services that are available in the general community and coordinates and oversees programming at the site.

Responsibilities include:

* Establish relationships with local organizations, charities, agencies and service providers who can provide direct services to residents. Outside services might include home health aides, financial assistance, counseling (mental health and substance abuse), job search/training, general education and food assistance.
* Create and oversee a yearly on-site program plan and budget.
* Working as a member of the property management team, follow up on referrals from residents and staff regarding resident needs and concerns.
* Work with property manager and maintenance to assist residents in crisis situations or difficult situations.
* Maintain resident confidentiality and comply with code of ethics.

Skills include:

* Demonstrated knowledge of area community services, program planning and implementation.
* Proven experience in service management, including problem solving and advocacy.
* Experience with families and senior citizens.
* Willingness and desire to work with a diverse population.
* Professional in behavior and appearance.
* Energetic, enthusiastic, and outgoing team player.
* Must be computer literate and be able to produce clearly written files, reports, emails and newsletters.
* Sense of humor.

Competitive salary & excellent benefits! Interested and qualified candidates please submit resume to this ad. Pre-employment background check required. EOE

Job Type: Part-time

 **Brooke Noonan
Regional Resident Service Coordinator**RSCNewHampshire@thecalebgroup.org
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