Job Description

SHP Management, a leader in the affordable housing community, is looking for a full time Resident Services Coordinator providing services to two elderly/disabled properties located in East Hartford, Bloomfield and one family property located in Enfield, CT. Travel is required.

The successful candidate will be responsible for the following:

* Develop effective working relationships with federal, state and local agencies and service providers.
* Refer residents to appropriate community services. Coordinate multiple services and provide follow up communication with service providers, residents and management staff as required.
* Assist in identifying and providing current information about social services and resident entitlement programs available through federal, state and local agencies and service providers.
* Assist in identifying, developing and coordinating on‑site programs of interest to residents.
* Maintain documentation of all interventions and communication in resident files.
* Promote company and advocate for residents through participation in professional and community organizations.

Qualifications:

* A minimum of 3-years of social services/human services required.
* Bachelor’s Degree in Social Work and/or Human Services preferred.
* Demonstrated competency with Microsoft Office, Word, Excel and Outlook.
* **Bilingual in Spanish a plus.**

Benefits:

SHP is committed to a drug-free workplace. We offer competitive wages and an excellent benefit package, including:

* Paid vacation, holidays, sick and personal leave.
* 401(k) plan with generous company match.
* Portion of paid health and dental plans.
* Tuition reimbursement.
* Opportunity for professional growth and development.

Job Type: Full-time

Apply at: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3808ef43-ca80-4dda-a7d4-187049746ada&ccId=19000101\_000001&jobId=411184&lang=en\_US&source=CC4