Full Time Resident Service Coordinator

SHP Management, a leader in the affordable housing community, has an immediate opening for a Resident Services Coordinator to join our team at our two family properties located in West Warwick and Newport, RI. 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

Send resume to:
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