

## **HALLKEEN MANAGEMENT**

**Job Title:** Resident Services Coordinator  
**Location:** Westfield, MA 01085  
**Hours:** Part-Time (18 Hours per Week)

### **Job Description**

HallKeen Management is seeking a high-energy, hands-on part-time Resident Services Coordinator (RSC) to work on-site at an Elderly-Disabled apartment community located in Westfield, MA. The primary function of the RSC is to effectively assist residents with information about access to enhanced supportive services and resources that will assist in providing quality daily living as a resident at our community. The RSC is an integral part of the housing management team and plays a critical role in the overall positive maintenance of the property for the peaceful enjoyment of its residents and the overall climate of respect for their community. The RSC provides support and lease education to residents regarding issues that may affect their tenancy, coordinates programs and oversees resident targeted programs. The RSC creates programs coordinated to help build a healthy housing community and strengthen connections between residents, management and the local community.

### **Qualifications and / or Experience**

The successful candidate for the RSC position will possess:

- Bachelor's degree in the field of Social Work, Gerontology, Psychology or related specialty OR significant experience relevant to the position.
- Demonstrated working knowledge of supportive services and other resources for elderly/disabled population and non-elderly including entitlement programs, supportive services, local social service system or the proven ability to quickly develop such knowledge.
- Ability to identify, assess, select and develop and maintain community service referral partnerships.
- Have excellent interpersonal, verbal and written skills.
- Demonstrated experience in successfully working with diverse populations.
- Competent computer and technology skills.
- Requires strong interpersonal and communication skills, be responsible, detailed oriented and self-sufficient.

If you are interested in applying or know someone to refer for the position please e-mail resume to [Jeaton@hallkeen.com](mailto:Jeaton@hallkeen.com)