

# HOUSING AUTHORITY OF THE TOWN OF ENFIELD

1 Pearson Way, Enfield, CT 06082  
(860) 745-7493 Fax (860) 741-8439 TTY/TDD: 800-545-1833 Extension: 849

## Resident Services Coordinator

### Position Summary:

This is a highly responsible position for the coordination, implementation, and maintenance of resident and social services programs for the residents of the Housing Authority. The work involves a high level of contact with the residents of the Authority and the community at large. Performance is measured by such factors as resident retention and satisfaction, lower tenant accounts receivable, reduction in evictions for lease violations, and other factors relating to this position.

Dedicates approximately half of the time to Congregate House residents assessing the individual needs of residents and working with them to establish and maintain linkages to needed supportive services in order to help maintain residents' independent living status. Maintains regular contact with identified frail residents, monitors the delivery of supportive services and advocates for change in services desired or requested by the resident.

Provides support and relief coverage for the Congregate Housing Coordinator as directed by the Portfolio Manager.

### Minimum Qualifications

1. Graduation from an accredited college or university with major course work in social services, or counseling; and,
2. At least four years of experience in resident services, counseling, or related area interacting with low-income persons;
3. Or a combination of education, training, and experience equivalent to the above.

### Special Requirements

1. Possession of a valid State of Connecticut driver's license.
2. Ability to be covered under the Housing Authority's vehicle insurance policy.
3. Ability to be covered under the Housing Authority's fidelity bond.
4. Willing and able to work alone with residents in their home and in group meetings after hours and on weekends.
5. Willing and able to work flexible hours.

The full job description is available upon request. Salary: \$53,304.99

**Interested individuals should submit a letter of interest and resume.**

**Scott C. Bertrand, Executive Director  
Enfield Housing Authority  
1 Pearson Way  
Enfield, CT 06082**

Equal Opportunity Employer/Equal Housing Opportunity

