

TENANT & SOCIAL SERVICES COORDINATOR

The Housing Authority of Bergen County (HABC) is a qualified candidate for the position of Tenant & Social Services Coordinator. Responsibilities include, but are not limited to: the coordination, delivery, scheduling and provision of social services and community programs to residents at Authority owned and/or managed buildings. In addition, assists tenants in developing associations and social, cultural and recreational activities. Assists the Field Operations Manager, as required; does related work as required. Must use own car for travel within the County. Multilingual a plus (Korean or Spanish preferred).

This is a full-time, non-exempt, position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides general referral of residents to social service providers in the community.
- Coordinates educational events related to health care, supportive services, life skills, referral resources, etc.
- Establishes cooperative working relationships and serves as liaison with outside departments and agencies to provide effective delivery of tenant service assistance/programs.
- Conducts tenant briefings and explains programs rules and regulations.
- Responsible for planning and coordinating tenant services, including education, health, social services and other tenant activities.
- Facilitates and attends tenant meetings.
- Performs other Authority activities, as requested.
- Business conditions or Authority needs may require from time to time, at employer's discretion, changes in job duties, responsibilities or location.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Demonstrated ability to organize, schedule, coordinate, plan and provide social and recreational programs for residents served.
- Demonstrated working knowledge of supportive services and other resources for social services for the elderly, disabled and families.
- Ability to relate well to various types of individuals and groups; tenants, vendors, and other agencies and staff.
- Ability to exercise discretion and judgment; keep tenant information and building matters confidential.
- Ability to organize and prioritize work schedule.
- Ability to establish and maintain effective working relationships with departmental officials, employees, tenants, professional groups and the general public.
- Ability to work extended/flexible hours on occasion within a sometimes stressful environment.

- Working knowledge of computer programs, i.e., Microsoft Word, Excel, Power Point, Outlook, etc.
- Ability to organize and problem solve.
- Must own automobile and use it for local job related travel.
- Ability to read, write, understand and communicate the English language to tenants, various agencies and other staff. A language other than English is desirable (Korean or Spanish, preferred).

QUALIFICATIONS

- High school diploma or equivalent.
- Recreation Certification from the NJ Department of Community Affairs, or related certification, preferred.
- Bachelor's degree in Exercise Science, Social Work, or related field, preferred.
- Minimum of two years experience in recreational and/or supportive services.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and performing repetitive motions.
- Must be able to perform light work exerting up to 10 pounds of force occasionally.
- Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

LICENSE:

This position calls for driving a personal vehicle on company business. The employee must have and maintain a valid driver's license with acceptable driving record and auto insurance.

HOW TO APPLY:

Please submit resume and three references, as follows:

Via E-Mail: HR114@habcnj.org

Regular Mail:

Human Resources Manager – HR114
Housing Authority of Bergen County
One Bergen County Plaza, Fl. 2
Hackensack, NJ 07601

In Person: Applications are available at the HABC's main office (address above).

Deadline: Position Open Till Filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This organization participates in E-Verify. www.dhs.gov/e-verify.

The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.