

## **Resident Services Coordinator**

Bellwether Housing is seeking a Resident Services Coordinator to work with our residents at several affordable housing communities in central Seattle, with a special focus on working with Seniors at the Tate Mason House.

On top of our generous benefits and competitive compensation, we provide an uplifting and diverse environment dedicated to creating stable communities.

### **Position Responsibilities:**

- Liaison between Bellwether residents and external community service agency resources. Maintain and facilitate relationships with service agencies.
- Engage in effective networking and collaboration to utilize available community support and resources, including initiation of new partnerships. Attend staff and community meetings. Update and share new resources with Bellwether staff and residents as needed.
- Educate residents about community resources and services, arranging for monthly presentations and attending meetings as necessary. Provide residents supportive coaching and follow-up.
- Conduct on-going outreach to all residents. Provide resource and referrals to residents as needed.
- Maintain Confidentiality and Privacy of Residents and Compliance with Regulatory Requirements. Archive all required forms and case notes securely.
- Distribute newsletters, brochures, and other relevant materials to residents, ensuring that communication accommodates language differences, cultural differences, visual impairments, and other necessary accommodations as requested by residents.
- Participate with activities related to understanding institutional and structural racism and building cultural competence.
- Follow Bellwether principles, policies, and procedures. Embody Bellwether values in your own work.
- Regularly travel between several locations in order to meet with Bellwether residents and staff
- Complete all reports in an accurate and timely manner.
- Complete all required training each year.

### **Compensation and Benefits:**

An attractive and competitive salary and benefits package, commensurate with experience, will be offered to the right candidate.

### **Application Process:**

Please submit the following items:

1. Cover letter describing your relevant experience and your interest in this position.

## 2. Current résumé.

**Please send all of the items listed above, along with your salary requirements, in Word or PDF format, to:**

Bellwether Housing  
1651 Bellevue Ave.  
Seattle, WA 98122

Email: [jobs@bellwetherhousing.org](mailto:jobs@bellwetherhousing.org)  
Fax: 206-623-9404  
Web: [www.bellwetherhousing.org](http://www.bellwetherhousing.org)

Please visit our website to learn more about Bellwether Housing.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors' degree in social work, human services, or a related field; four years of equivalent professional experience may be substituted for a degree.
- Direct experience providing services to low income households, Seniors, and/or adults with disabilities, preferably including the provision of information and referral services preferably in a housing setting.
- Demonstrated ability to work with diverse populations.
- Experience navigating public assistance programs such as Medicaid, Medicare or SNAP.
- Knowledge of mental health issues and familiarity with the mental health system.
- Excellent oral and written communication skills.
- Intermediate computer skills required in MS Office suite.
- Ability to work courteously and effectively with community groups, staff from partnering agencies, and volunteers.
- Ability to maintain a regular, reliable attendance record.

### **Other Position Requirements:**

- Candidates selected for this position must pass a criminal history background check prior to employment with Bellwether Housing.

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***Bellwether Housing is an equal opportunity employer. No applicant will be discriminated against because of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, sensory or mental or physical handicap, or disabled veteran or Viet Nam era veteran status.***