

Hoosier Uplands Economic Development Corporation

Title: Resident Services Coordinator

Status: Non-Exempt

REPORTS TO: Director of Housing & Community Development

BEGINNING SALARY: To Be Determined

Qualifications: High School Diploma or Equivalent Required, Bachelor's Degree preferred, Valid driver's license, Dependable vehicle, Liability insurance.

Knowledge Skill Set:

Detail Oriented, Good Verbal & Written Communication, Strong Organizational Skills, Computer Knowledge

Working Conditions: Office Setting, Some Client Intake in Clients Homes

Physical Effort: Daily Computer Use

Duties & Responsibilities:

- Provide case management, aligned with housing first.
- Develop goals/assist with reaching those goals.
- Work with managers and tenants to problem solve issues, find resources, etc.
- Maintain records, documentation, entering in HMIS.
- Keep resident files and maintain privacy standards.
- Attend staff/community meetings, represent HUEDC in work groups in the homeless and human service field.
- Assistance with basic administrative duties.
- Other duties as assigned by the Director of Housing & Community Development.