

Resident Services Coordinator



Position Responsibilities:

- ◇ Provide linkage between Bellwether residents and external community service agency resources. Maintain and facilitate relationships with service agencies.
- ◇ Engage in effective networking and collaboration to take advantage of 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.
- ◇ Market program/ conduct outreach to all residents on an ongoing basis.
- ◇ 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.

Employment Information

- Work Schedule: Monday - Friday
- Full Benefits: Vision/ Dental/ Health
- Salary: Hourly, Paid Every Two Weeks

Application Process

- Submit Resume & Cover Letter
- Complete following supplemental Questions:
 1. In your experience, what are the greatest barriers older adults and people with disabilities face in accessing resources?
 2. Describe how you would approach the task of resident assessment.
 3. What experience do you have empowering individuals to advocate on their own behalf? Describe a time when this approach failed and how you responded.
 4. Describe your experience working with families and children

Bellwether offers a dynamic and uplifting work culture along with great benefits and competitive pay! If you are working over 20 hours per week you can accrue 24 days of PTO in your first year. We have a 403(b)-retirement plan with employer matching after 15 months of service. Other benefits include a health reimbursement plan to employees and dependents, flexible spending accounts, STD/LTD, life insurance, and commuter benefits.

Come join a team that is making a significant difference in our community!

Minimum Qualifications:

Bachelors' degree in social work, human services, or a related field (four additional years of equivalent professional experience may be substituted for a degree).

Knowledge of aging issues and familiarity with services for older adults in the Seattle area required.

Ability to work with family and children, and knowledge of appropriate service agency resources for them.

Minimum three years of professional experience providing services to older people and/or adults with disabilities, preferably including the provision of information and referral services.

Knowledge of mental health issues and familiarity with the mental health system in the Seattle area.

Excellent oral and written communication skills.

Intermediate computer skills required in MS Office suite.

Demonstrated ability to work with a diverse population.

Ability to work courteously and effectively with older persons, families and children, community groups, staff from partnering agencies, and volunteers.

Ability to maintain a regular, reliable attendance record.

Desired Qualifications:

Ability to communicate with Limited English Proficiency (LEP) speakers.

Knowledge of AASC and Family Metrics software.

