

# Resident Services Coordinator

## Housing Authority of the City of Danbury

### **Scope of duties:**

The primary function of the Resident Service Coordinator (RSC) is to effectively assist residents who have requested support in enhancing the quality of their daily lives. This may mean enabling them to more fully and successfully participate in the social, educational and/or economic mainstream. The position provides residents with information about and access to local services and resources that can assist them in pursuing opportunities and achieving life objectives. The Resident Services Coordinator is an integral part of the Housing Authority team.

This is currently a grant funded, part-time position (approximately 14 hours per week)

### **Knowledge, Skills, and Abilities:**

1. Must demonstrate effective verbal and written communication skills.
2. Must have the ability to manage and complete multiple tasks.
3. Must be familiar with the characteristics, lifestyles, and special needs of low-income families and individuals.

### **Education and Experience**

1. A minimum of a BA in Social Services required. Candidates with experience in the housing field are preferred.
2. Must have a valid Connecticut vehicle operator's license.

### **How to Apply:**

Interested candidates should submit a resume and cover letter, to Human Resources, 2 Mill Ridge Rd. Danbury, CT 06811 or email to [HR@hacdct.org](mailto:HR@hacdct.org).