



## COMMUNITY ASSISTED TENANT CONTROLLED HOUSING, INC.

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### **On-Site Service Coordinator, Logan Gardens | New York, NY**

CATCH seeks a service coordinator to join the management team at Logan Gardens in Upper Manhattan. The ideal candidate has education and experience in social work or human services. The role of the service coordinator is to link older adults, people with disabilities and low-income families to supportive services and other community resources.

#### **Responsibilities:**

- Assess service needs of residents and link them to the appropriate providers and community resources
- Facilitate programs and services such as health and wellness, job training or transportation
- Develop a resource directory of local social service agencies and providers
- Assist residents with applications for benefits and entitlement programs
- Save taxpayer dollars by helping residents age in place and remain living independently in their own homes
- Advocate for adequate, timely and cost-effective provision of services
- Other related duties as assigned

#### **Qualifications:**

Generally, one full-time service coordinator is capable of effectively serving 50-100 residents, depending on need level. A bachelor's degree, and/or appropriate work experience is strongly recommended. Specifically, it is preferable for service coordinators to have direct experience working with elderly people or persons with disabilities, including: knowledge of and training in elderly and disability services, knowledge of referral processes, demonstrated working knowledge of local services for the elderly and people with disabilities, and two or three years of social service delivery experience. Training in cultural competency is a plus. ***Spanish fluency is strongly preferred.***