



Position: Resident Services Coordinator
Program: Senior Services
Reports to: Program Manager
Salary: \$43,680 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the supervision of the Director(s) of the Senior Services team, the Resident Services Coordinator will plan, develop and provided services for the residents of Triangle Square Apartments, designed to address the needs of all residents, both LGBT and non-LGBT (62+), so they may sustain their tenancy.

ESSENTIAL FUNCTIONS:

- 1) Plan, develop and organize all activities at Triangle Square which are social, educational, and supportive of all residents;
- 2) Plan, develop and organize programming with other Los Angeles LGBT Center departments and community partners to address the needs of the LGBT senior resident population including In-Home Care, financial counseling, and preventative health care;
- 3) Provide appropriate referrals and linkages to residents;
- 4) Work and meet regularly with Property Management of McCormick-Baron to ensure comprehensive supportive services are provided to tenants with lease violations and/or residents at risk of eviction;
- 5) Provide frail, at-risk tenants with coordinated Wellness Checks and fall prevention strategies;
- 6) Produce a monthly calendar for the residents of Triangle Square;
- 7) Record activities and participation with Resident Services in the Civi Database System;
- 8) Assist in monthly reporting;
- 9) Assist and oversee events and housing budgets provided by Senior Services to Triangle Square;
- 10) Assist in program evaluation;
- 11) Participate in organizational and department staff meetings, planning meetings and other meetings;
- 12) Work with Activity Coordinators of Senior Services to coordinate special events including, Senior Prom, Holiday Party, Pride events, and other special events developed by Senior Services;
- 13) Conduct research relevant to program;
- 14) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people;
- 3) 6-8 years of education in gerontology, social work, or related field; or equivalent experience;
- 4) Working knowledge of issues faced by LGBT seniors in diverse settings in the City and County of Los Angeles;
- 5) Working knowledge and experience in Affordable/LITC Housing preferable, including Section 8 programs, HOPWA, VASH, etc.;
- 6) Ability to work hands-on with seniors in appropriate manner;
- 7) Team player and ability to work with Senior Services Activity Coordinators at department events;
- 8) Excellent verbal, written, time management, interpersonal, research and computer skills (Microsoft Word, Excel and Publisher);
- 9) Excellent organizational skills – attention to detail;
- 10) Flexibility to work nights and weekends;
- 11) Access to reliable transportation and the ability to be insured;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities, in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

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