

Job Opening: RESIDENT SERVICES COORDINATOR

Under general supervision, the Program Coordinator-Resident Services is responsible for performing a variety of tasks in networking with social service agencies and community organizations in coordinating the delivery of supportive services necessary to assist clients in moving from government assistance to self-sufficiency. The Program Coordinator will provide four critical ingredients for a family striving toward self-reliance: advocacy, technical assistance, training assistance and supportive counseling. The Program Coordinator must be knowledgeable of case management methods and be aware of technical information available in the field and must be able to work in improving computer access, advancing literacy and preparing clients to take advantage of employment opportunities. Must be knowledgeable of people, relationships, family, and community systems. Reports to the Residents Service Manager. Bachelor's degree in Business Administration, Social Work or a related field, and one year of experience in housing assistance or social services, preferably dealing with low-income families; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Possession of a valid North Carolina Driver's License and safe driving record.

(This is a grant-funded position. Continued employment in this position is contingent upon the availability of grant funds)

Closing Date: Open until filled

Complete application on-line at www.gha-nc.org and submit resume to Human Resources, kvance@gha-nc.org

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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