

SENIOR SERVICES COORDINATOR

Job Summary

The Senior Service Coordinator's primary responsibility is to provide resources to the senior citizens at Everlasting Pine HDFC Inc, including individual case work services and socialization opportunities, and support other senior services in the Chinatown community as needed.

Location: Everlasting Pine HDFC, 96 Baxter Street, New York NY 10013.

Hours: 9AM to 5PM, Monday thru Friday.

Job Responsibilities

- Maintain a caseload of tenants who are senior citizens, or individuals with special medical or psycho-social needs, who are low-income and may have experienced homelessness.
- Conduct and prepare comprehensive assessments, case logs, and case notes to help tenants develop action plans to achieve goals.
- Assist in making referrals to programs serving low income seniors, and other tenants with special medical and/or psycho-social needs.
- Assist entitlement services to seniors.
- Provide crisis intervention as needed.
- Assist tenants with conflict resolution among tenants and building management staff.
- Maintain and foster close working relationship with Property Manager and staff to facilitate the resolution of tenant-related and administrative issues.
- Lead workshops and training sessions for property management staff on issues related to elder care, senior-related referrals and tenants' rights.
- Work with tenants and property management to coordinate eviction prevention efforts and with budgeting/financial literacy support.
- Provide ongoing, active outreach, and creative engagement programs and/or classes that apply to tenants' interests.
- Work to build community and peer support among tenants including participation in community programming activities.
- Work on community projects with other organizations and support outside senior services as instructed by senior staff.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications and Skills:

- Bachelor's Degree in social work or related field required.
- Excellent problem-solving ability with good crisis intervention, communication, strong interpersonal and team building skills.
- Experience serving people who are older adult, medically needy required, homeless, and/or mentally ill.
- Bilingual Cantonese/English a MUST. Mandarin a plus.
- Computer and Online literacy required.